

OVPR Minute - December 2025

Official Information and Action Items for OVPR Staff

**CORRECT CARDS =
CORRECT PAY**

December 2025						
S	M	T	W	T	F	S
			1	2	3	4
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**Holiday
Payday**

- Timecards may be due early for a few pay periods because of the Holidays.
- Please pay attention to emails from the UConn/UCH Payroll Department changes to deadlines.
- Remember – you can submit cards in advance if you will be out for a block of time.

December 25

Christmas Day

Holiday Observed.

The day after Christmas Day is a Regular workday for State of Connecticut employees.

Staff who are approved to take time off December 26 must use accrued time for that day

January 1, 2026

New Year's Day

Holiday Observed.

The day after New Year's Day is a Regular workday for State of Connecticut employees.

Staff who are approved to take time off December 26 must use accrued time for that day

January 19, 2025

Martin Luther King Jr. Day

Holiday Observed.



Telecommuting

Reminder – Staff who wish to continue telecommuting must submit updated requests for the period of 1/1/26-12/31/26. No action is needed for out-of-state staff who were approved to telecommute as a condition of employment (refer to offer letter). [UConn Health](#) / [UConn Storrs & Regional Campuses](#)

Personal Leave Balances

Balances for some staff expires on December 31. Personal Leave varies by collective bargaining agreement and often cannot be carried forward. For more information, please review your collective bargaining agreement or the [Leave Benefits for Managerial and Confidential Exempt Employees](#) if your position is not covered by a collective bargaining agreement.

Employee Assistance Program

As the holiday season approaches, it's a good time to pause and acknowledge that this can be a challenging time. There are support resources available through the University's Employee Assistance Program (EAP) and a new mental health and well-being benefit offered through Care Compass. Both Storrs and UC Health employees can call 1-800-676-4357, 24 hours a day, to schedule a confidential session. You can also visit the [EAP website](#) for additional resources or mail: uchc_eap@uchc.edu

UCH COVID Guidance Updated

Per the UCH Lifeline [Return to Work Guidance](#), COVID is being treated like any other respiratory illness. There is no more COVID call out line. COVID sick call outs will be managed in accordance with UCH attendance policy. Additional guidance for those who have been exposed, suspect they have COVID, or are confirmed to have COVID are outlined including exclusion and masking periods

Transitions

After 30 years of dedicated service at the university overseeing research integrity in the care of animals, Lisa Roberts will be retiring effective January 1. Please join us in thanking Lisa for her service and commitment to UConn, and in wishing her well in her future endeavors!

OVPR Kudos

Please take a moment to check out the OVPR kudos page [OVPR Kudoboard](#). Email the OVPR HR team at OVRHR@uconn.edu if you'd like to post.

Upcoming Deadlines

Date	Activity
December 31	Staff who wish to continue telecommuting must submit updated requests by December 1 for the period of 1/1/26-12/31/26. No action is needed for out-of-state staff who were approved to telecommute as a condition of employment (refer to offer letter). UConn Health UConn Storrs & Regional Campuses
December 31	Health Enhancement Program (HEP) Requirements

Wishing you all the best in 2026!

