HAPPY HOLIDAYS!!!

We wanted to produce a special edition of the Classified Senate Newsletter to help prepare and guide you through the Holiday season and Winter Break Closure.
Winter Break Closure Information
December 26, 2016 - January 2, 2017
12/26 - Christmas Observed
12/27 - President’s Day Observed
12/28 - Winter Break Closure
12/29 - Winter Break Closure
12/30 - Winter Break Closure
1/2 - New Year’s Day Observed

Listing of ALL Classified Employees REQUIRED to submit vacation for 12/30/16
https://www.ohio.edu/hr/benefits/pto/upload/WBC-Classified_to_use_Vacation2016.pdf

Guidelines for Vacation and Winter Closure Time
https://www.ohio.edu/hr/benefits/pto/upload/Winter_Break_Closure_Guidelines_11-10-2016.pdf

How to Enter in Time in Workforce

![Workforce Entry for those required to use a Vacation Day](image1)

![Workforce Entry for those NOT required to use a Vacation Day](image2)
Classified Senate Holiday Sales

**Multicolor Ohio University Coverlet**
WAS: $60

**NOW: $45** (Includes Ohio Sales Tax)

**Handpainted Pewter Bobcat Pin**
WAS: $22

**NOW: $15** (Includes Ohio Sales Tax)

**Paw Print Dangle Earrings**
WAS: $15

**NOW: $10** (Includes Ohio Sales Tax)

Order **NOW** at [https://www.ohio.edu/csen/fundraiser.cfm](https://www.ohio.edu/csen/fundraiser.cfm)

**Upcoming Events**

- **December 17**: Athena Cinema Holiday Film (Admission is one can of food to donate). The movie will be Miracle on 34th Street and will play at 1:00pm and 3:00pm.
- **Dec 26th - Jan 2nd**: Winter Break Closure
- **January 19**: Classified Senate Meeting - Baker Center 235 at 10am
- **February 9**: Business Forum - HRTC 141-145 at 10am
Janice was asked a series of questions and some of her responses are below:

- What is your favorite saying or quote?
  
  A: “What doesn’t kill you makes you stronger”

- If you weren’t in your present job, you would be working as a ____?
  
  A: That’s a good question. I’ve been doing this for so long I can’t imagine what else I’d be doing. My dream retirement job is to be the lady at the lighthouse who works in the gift shop and walks up to the top with tourists.

CONGRATULATIONS JANICE!!

Serena was asked a series of questions and some of her responses are below:

- If you weren’t in your present job, you would be working as a ____?
  
  A: Event Organizer. I love to plan events and then sit back and enjoy the final results, whether they are for me personally or for someone else.

- What is your favorite saying or quote?
  
  A: “Do unto others as you would have them do unto you.”

WAY TO GO SERENA!!

Want to nominate a Classified employee for Employee of the Month?

Go to the classified senate website at www.ohio.edu/csen/eom.cfm and fill out the nomination form at the bottom of the page.