



UNIVERSITY
of ARKANSAS
AT PINE BLUFF
1873

Administrative Services

TO: ALL UAPB EMPLOYEES

FROM: Department of Administrative Services/HR

DATE: November 20, 2025

SUBJECT: **Entering Hours Worked and Leave Hours for 2025 Christmas Break**

December payrolls will be processed on Monday, December 15, 2025, and again on Tuesday, December 23, 2025. ***All time worked for extra-help employees from November 16–30, 2025, must be entered, approved, and submitted by the close of business on December 10, 2025, for employees to be paid on December 15.***

Because there will be two payrolls processed back-to-back, the December 15 deadline **must** be met. **If your hours are not entered, approved, and submitted by the close of business on December 15, 2025, you will *not* be paid on December 23, 2025** (the final payroll of 2025). Instead, those hours will be paid on January 15, 2026.

Your strict adherence to these deadlines is necessary to ensure timely payment for all employees and is greatly appreciated.

Christmas Break Leave Hours

The University of Arkansas at Pine Bluff's Christmas Break schedule is as follows: Forty (40) hours of annual leave will be charged for the Christmas and New Year Holiday period from December 22, 2025, through January 2, 2026.

All annual leave hours must be entered by **December 15, 2025**. The specific dates for which annual leave will be charged are **December 22, 2025; December 23, 2025; December 30, 2024, December 31, 2025 and January 2, 2026**. Human Resources will enter all official **University Holidays** in accordance with the 2025–2026 Holiday Schedule.

If you have used your Birthday and Veteran's Day prior to the Christmas Break, eight (8) hours per day of annual leave will be deducted for those days.

If you have any questions, please contact Payroll for hours worked at 870-575-8404 or Benefits for leave at 870-575-8863.