

**University operations during winter break**

Virginia Tech will be closed for winter break between Thursday, Dec. 24 through Friday, Jan. 1, 2021. University offices will reopen on Monday, Jan. 4. During this time, Dec. 24 and Dec. 25, 2020, and Jan. 1, 2021, represent the designated holiday leave times for eligible faculty and staff. Employees will need appropriate leave types to cover the applicable work hours on the remaining days of winter break – Dec. 28, Dec. 29, Dec. 30, and Dec. 31. For example, the typical full-time employee who works eight hours Monday through Friday will need 32 hours of leave for these days. The most common types of leave used for this period are annual, family personal, compensatory (holiday comp, overtime comp). Sick leave usage would not be applicable unless an employee has a substantiated illness or has doctor appointments.

Visit the leave page at <https://www.hr.vt.edu/benefits/leave.html> on the Human Resources website for additional information on types of leave. If employees have questions, please speak to your supervisor or contact the HR Service Center at hrservicecenter@vt.edu or at 540-231-9331.

Help us reach the goal for the Commonwealth of Virginia Campaign

We are just days away from the end of this year's Commonwealth of Virginia Campaign (CVC). Thank you to everyone who has donated so far.

To date, this year's campaign has raised over \$270,000. It is because of each of you and your spirit of Ut Prosim, that I am confident we will reach our \$370,000 goal this year.

Thanksgiving Day provided context for reflecting on the many things for which we are thankful. So many individuals are thankful for the care and resources provided by the many CVC charities. This is particularly true during this challenging year when we've seen unprecedented levels of need. Not surprisingly, many charities are seeing families asking for help for the first time. Now, more than ever, charities are counting on your contributions to help those in need. Each year we say that every donation makes an impact, this year that statement couldn't be truer.

I want to congratulate the College of Engineering, Graduate School, University Libraries, Vice

President for Business Affairs, and Virginia Tech Carilion School of Medicine senior management areas, for reaching their 2020 CVC giving goals. Also, I am happy to share that Vice President for Research and Innovation and Vice President for Finance and Chief Financial Officer are very close to reaching theirs. I encourage each senior management area to try and reach their goal amount. In doing so, we will meet Virginia Tech's overall fundraising goal.

This year's campaign ends on Dec. 11. Visit the CVC website at <https://www.cvc.hr.vt.edu>, look through the approximately 1,000 participating charities, and find one or more reflect your values. You can also watch the charity spotlight Zoom sessions for more information about local charities. There is a charity for everyone.

I sincerely thank you for all your support and service to Virginia Tech and our community.

Go Hokies!

Laura

Laura P. Sands, Ph.D.
Professor, Center for Gerontology, and Department of Human Development and Family Science
Honorary Chair
2020 Commonwealth of Virginia Campaign

Information on authorized closings during inclement weather

The safety of the Virginia Tech community is our top priority. In times of inclement weather or other situations, it may be necessary for the university to close or delay opening the Blacksburg, Virginia campus or other campus locations across the state.

Decisions to alter the normal schedule for the university are made as quickly as possible and are communicated to faculty, staff, students, and the community in the following ways:

- University Status page <https://vt.edu/status>
- www.vt.edu
- Twitter [@vtalerts](https://twitter.com/vtalerts)
- Broadcast emails to all vt.edu accounts
- Electronic message boards in classrooms and common spaces
- The weather/emergency hotline (540-231-6668)
- Official messages during emergencies and other incidents will come from the following social media accounts:

- Virginia Tech
 - Twitter: twitter.com/virginia_tech
 - Facebook: facebook.com/virginiatech
- VT Alerts
 - Twitter: twitter.com/vtalerts
- Virginia Tech Police
 - Twitter: twitter.com/vatechpolice
 - Facebook: facebook.com/VirginiaTechPolice
- Virginia Tech Emergency Management
 - Twitter: twitter.com/behokieready
 - Facebook: facebook.com/BeHokieReady

Note: These are the only official sources of information for authorized closings and delayed openings for the Blacksburg campus and facilities in the immediate Blacksburg area (excluding off-campus extension offices). As a public service, information will be sent to local media outlets as needed; however, Virginia Tech is not responsible for inaccurate reporting of information on local media outlets.

In the case of inclement weather, employees are responsible for notifying and communicating with their supervisors if and when to report to work that day. If it is not safe for an employee to report to work, they should notify their supervisor.

Because full details of university closings may not be adequately provided or described in other public media, employees are strongly advised to check the University Status page at <https://vt.edu/status> or one of the other official sources listed above. Additional information is available on the authorized closings page at <https://www.hr.vt.edu/resources/current-employees/authorized-closings.html>. Note: Authorized closing applies to the Blacksburg, Virginia campus or other specific campus locations across the state. Telework employees should follow protocol for their assigned campus location, unless a position requires to report on-site during the closing. For related policy information, review University Policy 4305: Authorized Closings Leave Policy (<http://www.policies.vt.edu/4305.pdf>) and University Policy 5600: Authorized Closings (<https://policies.vt.edu/5600.pdf>).

Annual tax document mailings: Employees need to update addresses by Jan. 1, 2021

As the year draws to a close, Payroll and the Commonwealth of Virginia are getting ready for the annual mailing of tax documents, including employee W2s and IRS 1095-C forms. All tax documents will be available electronically or will be mailed to your home address of record by Jan. 31.

We encourage all faculty and staff to review their address and update it, if necessary, by Friday, Jan. 1. While some may access their W2s electronically, the state is required to mail IRS Form 1095-C, which provides information regarding any employer-provided health insurance coverage – or offers of coverage, to your home address of record.

To update your address, log in to Hokie Spa and select Update Address(es) and Phone(s). If you have questions about updating your address, please contact the HR Service Center at 540-231-9331. For questions about W2s, email VTW2@vt.edu.

Voluntary COVID-19 testing available for employees week of Dec. 14

Voluntary COVID-19 testing for faculty, staff, and wage employees will be held Monday, Dec. 14 – Friday, Dec. 18. Employees must register for testing in advance using <https://vtnotify.students.vt.edu>.

VTNotify is a new testing system for both students and employees that uses 2-factor authentication. The site shows the user their most recent negative COVID-19 test and allows the user to schedule a test. The deadline to schedule is 11:59 p.m. the day prior to the test date.

Testing Dec. 14-18 will take place at Schiffert Health Center (2nd floor). Employees should receive their results in 48 to 72 business hours of being tested.

Additional voluntary employee testing will be offered early January. Dates will be published next week. See below for other commonly asked questions.

If you have questions about voluntary employee testing, contact employeeesting@vt.edu or call the HR Service Center at 540-231-9331.

During the holidays, employees are reminded to be Hokie Ready! Follow COVID-19 travel guidelines and tips from Virginia Tech Emergency Management at <https://emergency.vt.edu>. Remember to check the Virginia Tech Ready page at <https://ready.vt.edu/> for the latest COVID-19 information from the university.

Visit <https://vtnews.vt.edu/notices/hr-employee-testing-weekofDec14.html> for FAQs.

Editor Note: Holiday Blackout

The Blue Sheet newsletter will not be published Dec. 30 due to winter closing. The newsletter schedule will resume Jan. 6.