UTS Policy – Three (3) Mandatory Vacation Days – UTS is closed between Christmas Eve (December 24, 2018) and the first work day in 2019 (January 2, 2018). Employees must use three (3) of their accrued vacation days during the Christmas break which for 2018, the days are **December 27th, 28th, and 31st**. Since vacation days accrue on a fiscal year basis (July 1-June 30), three vacation days accruing between July 1, 2018 and December 31, 2018 must be allotted toward Christmas vacation, with the remaining accrued vacation days being used throughout the rest of the fiscal year.