

August 13th, 2018

ט' אלול תשע"ח

To:

**The Heads of Department
The Associate Deans
The Directors of Administrative Units
The Student Union**

Re: Collective Employee Vacation, August 2018

University employees will take a collective vacation between Sunday, August 26th, 2018 and Thursday, August 30th, 2018 included (work will resume on Sunday, September 2nd, 2018).

Campuses will operate according to the following arrangements during the vacation period:

Security Centers:

The Security Centers on each campus will operate 24 hours a day throughout the entire collective vacation. Please contact the relevant security center if a problem should arise in any of the campuses or dormitories:

Mount Scopus Security Center	Tel: 02-5883000
Edmond J. Safra Security Center	Tel: 02-5885000
Ein Karem Security Center	Tel: 02-6757000
Rehovot Security Center	Tel: 08-9489000

Internal Mail

Internal mail offices will be closed on all campuses.

Student Information Services

Student information services will be closed on all campuses throughout the vacation period.

The information and service calling center will send written replies to inquiries made throughout the collective vacation period.

The Computing, Communications and Information Authority

Computer and server systems will continue operating throughout the vacation period.

Critical services on campuses will continue to be monitored and addressed during the vacation.

The computer rooms will be closed during the vacation.

The telephone support center will operate Sunday-Thursday, 09:00-14:00, at 02-5883450.

Libraries

The National Library will remain open as usual, whereas all other University libraries will be closed.

Academic Activities

Each campus will hold a limited number of exams or classes, as coordinated with the administration, the Construction and Infrastructure Division, and the Security Department.

Food Venders

Restaurants, cafeterias and kiosks in all university campuses will be closed during the vacation, aside from the sports centers' restaurants, which will continue operating as usual.

The Edmond J. Safra Aleph Dormitories minimarket will remain open during limited hours throughout the vacation.

The Student Village minimarket will remain open during limited hours as well. The Student Village management will post further information at a later date.

Campus Dormitories

The dormitories offices will operate part-time.

All dormitory clerks will remain on call and continue working as usual.

On call clerks (dormitories and maintenance) will follow the usual protocol.

Duty schedules will be posted in the dormitories and in the security centers.

- a. Mr. Tzvi Webber Mobile: 054-8820297 tzviv@savion.huji.ac.il Home: 02-5795591 Maintenance Manager
- b. Mr. Adrian Kremer Mobile: 054-8820151 adriank@savion.huji.ac.il Home: 02-9919818 Director

The Edmond J. Safra Campus, Givat Ram

The Neve Sha'anán Gate

Closed

The West Gate

Open 24 hours a day

The South Gate (from Begin Street)

Closed

The Pedestrian Gate – as follows:

Day of the week	Date	Opening hours
Sunday - Thursday	August 26 th – 30 th , 2018	07:00-17:00

Edmond J. Safra Sports Center

The sports center will operate as usual during the collective vacation.

The Belgium House

Rooms can be ordered for accommodation and events. The cafeterias will be closed during the vacation.

Academon

The Academon store will be open during the vacation.

Traveling agencies

The Diesenhaus travel agency offices will remain open during the vacation.

Issta offices will be closed during the vacation.

1. Mount Scopus Campus

Main entrance (Social Sciences and Administration) will be closed to vehicles and pedestrians.

The Humanities Parking Lot

Day of the week	Date	Opening hours
Sunday - Thursday	August 26 th – 30 th , 2018	07:00-17:00

Bezalel Gate

The Bezalel gate will be closed during the vacation.

The Pedestrian Entrances:

The pedestrian entrances will be closed, aside from the entrance to the bottom forum, near the bus station, leading toward the city through the bus tunnel, which will be open as follows:

Day of the week	Date	Opening hours
Sunday - Thursday	August 26 th – 30 th , 2018	07:00-17:00

Rare exceptions will be made for faculty members wishing to enter other locked buildings on campus, provided they address the security center and follow restrictions.

The Mount Scopus Lerner Center

The sports center will operate as usual during the collective vacation.

The Maiersdorf House

Rooms can be ordered for accommodation and events. The cafeterias will be closed during the vacation.

Traveling agencies

Talma and Issta offices will remain open during the vacation.

Academon

The Academon store will be closed during the vacation.

Ein Karem Campus

Security arrangements between August 26th and August 31st will be as follows:

- 1) The main entrance to Magnes Square – 06:00-20:00;
- 2) The Medicine / Pharmacy entrance – 07:00-21:00;

(the Hadassah hospital during the morning shift and the university's campus' security department during the evening shift, from 15:00 until 21:00-22:00, depending on the fixed week days)

- 3) The International Parking Lot – 06:00-17:00,
- 4) Campus Patrol and Dormitories 24 hours a day

The Academon

The Academon store will be open during the vacation.

2. The Robert H. Smith Faculty of Agriculture, Food and Environment

Smith Gate (Herzl)

Open every day between 06:00-24:00

The Eshkol Gate (Henkin):

Closed during the vacation. Pedestrians will exit through the revolving gate on site.

The Elsa Bonam Recreation and Sports Center:

The recreation and sports center will operate as usual during the collective vacation. Visitors can enter by car through the Smith Gate.

Academon

The Academon store will be closed during the vacation.

The Veterinarian School

The school will operate as usual. In case of emergency, please call 03-9688588.

Please note!

1. A notice regarding the collective vacation will appear on the University website and Facebook page.
2. Those who call the University's operator will be directed to a recorded voice message regarding the collective vacation.
3. Please ensure all departments record and leave a voice message explaining that the University will be closed during the vacation, and ask all employees to leave a suitable automated e-mail reply.
4. In the event that a faculty member/student should pass away during the vacation, please contact Ofra Ash: 054-8820425 (ofraash@savion.huji.ac.il) in order to post an obituary notice.

Please circulate this notice among your departments' faculty members.

Wishing you all a safe and enjoyable vacation.

Sincerely,

Gil Haim Amit

Cc:

President

Rector

Vice President and CEO

Vice President of Foreign Relations

Vice President of Research and Development

Vice President of International Affairs

Faculty Deans

Directors of Departments and Schools