**Holiday Duty Procedures**

Holiday duty times include Thanksgiving Break, Winter Break, and Spring Break.

During holiday times, there is limited RA staff on duty: one RA is on duty for South campus and one RA is on duty for North Campus. RD and Professional Staff on duty coverage remains the same.

There is no RLH staff on duty during the following times: Thanksgiving day from 9am-9pm, December 24 at 9pm until December 26 at 9am, and December 31 at 9pm until January 1 at 9am. During this time, residents are instructed to contacted Security staff for assistance.

**South Campus**
Cannoneer Court, Pantas Hall, Stabile Hall

The ADRL for South Campus will provide the RA staff the following materials:
- A cell phone to be used for all duty related communication with residents, RLH staff and Security.
- Keys to all South Campus building offices, loaner key boxes, and common spaces.
- A roster of all South Campus buildings
- Guidelines for conducting rounds.
- A holiday duty log.

Expectations of the South Campus RA on Duty:
- Check-in with the RD on duty at the beginning of each shift.
- Be available through the cell phone.
- Conduct rounds of all South Campus Halls.
- Take a 30-minute meal break for breakfast, lunch and dinner.
- Remain in own residence hall when not on rounds or on a meal break.

**North Campus**
ELJ Hall, Grand Avenue Apartments, Townhouses, Willoughby Hall

The ADRL for North Campus will provide the RA staff the following materials:
- Keys to all North Campus building offices, loaner key boxes, and common spaces.
- A roster of all North Campus buildings
- Guidelines for conducting rounds.
- A holiday duty log.

Expectations of the North Campus RA on Holiday Duty:
- Check-in with the RD on duty at the beginning of each shift.
- Be available through room extension.
- Conduct rounds of all North Campus Halls.
- Remain in own room when not on rounds or on a meal break.
- Take a 30-minute meal break for breakfast, lunch and dinner. (ELJ Hall RAs Only)