Guideline: Closing offices (for non-emergencies)

The regular hours for offices at Chicago Booth are 8:30 to 5:00, Monday through Friday.

There are often occasions when it is necessary for offices to close for a few hours or a full day. Some departments have essential functions and need to remain available at all times or under special circumstances interrupted for only a few hours. Year round, these departments include Facilities, Accounting & Budget, Computing Services, and Human Resources. When classes are in session, Student Affairs, Career Services, and Faculty Services should also have offices and services available during regular office hours.

Operations at Gleacher Center, the Center for Research in Security Prices, and other locations should determine what times are essential for operations and set guidelines accordingly.

Prior to the event, the appropriate dean should approve any closings for meetings. Advance notification must be circulated at least 24 hours prior to the closing.

Under no circumstances should offices with essential functions close early for non-emergencies without prior approval and notification. Essential functions include building operations, computer support, human resources, etc.