

## Winter Recess FAQs

*In recognition of staff employees' exceptional contributions, the University will offer employees paid days off for workdays between Christmas and New Years' Day. Full-time essential employees required to work during this time will receive up to four additional personal days to be used between January 2 and June 30 of the following calendar year, and part-time essential employees will receive additional personal days equivalent to the hours and days worked to be used during the timeframe.*

### General Questions

#### **How will non-essential employees not working during Winter Recess be paid?**

Hourly employees not working during Winter Recess will receive straight time pay each day of the Winter Recess. They will be paid for the number of hours they are regularly scheduled to work. These hours will not count toward overtime pay. Exempt benefits-eligible employees will receive their regular pay during this period.

**Can employees elect to perform non-essential work during Winter Recess?** No, working during Winter Recess is limited to employees who support essential functions related directly to the health, safety, and welfare of the University as well as certain other critical functions and are required to work by their supervisor during Winter Recess.

#### **How should Winter Recess time be entered into Workday?**

*For non-essential employees* not working during Winter Recess: No action is needed. The holiday calendar will be updated to include Winter Recess.

*For essential employees* entering the additional personal days received for use January 2 to June 30: Enter the special Winter Recess Code (WRC) when completing the timesheet or time off request in Workday.

#### **Does this apply to student employees?**

Winter Recess does not apply to student employees, but units are advised not to schedule student employees to work during Winter Recess.

### Essential Work

#### **What is considered an essential function/work? How will employees know if the work they perform is essential and must be performed during Winter Recess?**

Work that is related directly to the health, safety, and welfare of the University community, ensures continuity of key operations, and supports other critical needs. At approval of their unit supervisor, staff performing essential work will have the ability to bank the Winter Recess Holiday hours to be used between January 2 and June 30.

**How will pay and time off be handled for employees required to work during Winter Recess?**

If an employee is required to work during Winter Recess, the employee will receive their regular pay for hours worked. These days will not be treated as holidays. Depending on their schedule during the Winter Recess, such employees will receive up to four additional personal days if they are full-time employees, and personal days equivalent to the hours and days worked if they are part-time, for each day worked during the Winter Recess. The additional personal days must be used between January 2 and June 30. Unused days will be forfeited unless the employee leaves the University prior to June 30 in which case they will be paid out along with other unused accrued vacation and personal days. The additional personal days will not count towards overtime.

**How should employees schedule their Winter Recess personal days?**

Employees should speak with their supervisor to request and schedule personal days or follow the same process they normally do to request time off.

**Can employees use their Winter Recess paid time off before the December holiday?**

No, Winter Recess days cannot be used before the December holiday season. If staff work during the Winter Recess, Winter Recess days can instead be used January 2 through June 30 of the following calendar year.

**How should employees enter their time into Workday when they use their additional personal days?**

Additional process steps will be communicated soon.

**Can employees use their personal days in half-day increments?**

Yes. Staff members who must work during a portion of a day during Winter Recess may take Winter Recess in full or half-day increments from January 2 to June 30 in the following calendar year. No less than half-day increments should be taken.