

# Memo

**To:** Deans & Directors, LFO's, UBM's

**From:** Mary Alexander-Conte, Mary Elizabeth Miles, Todd Kneale

**cc:** Walter Newell, John Elliott, Dan Durbin

**Date:** October 24, 2018

**Re:** Winter break

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- The additional winter break week will be handled the same way previous winter breaks have been handled, there will just be an additional week. The university will be closed from Monday, December 17, 2018 until Tuesday, January 1, 2019, reopening Wednesday, January 2, 2019.
- Departmental timekeepers will receive detailed information on the procedures for accurate time recording.
- Non-exempt (hourly) employees must be paid for the time worked during the shutdown. Only essential employees should be required to work during the winter break. If a non-exempt employee is deemed essential and is required to work during the winter break, the employee will receive the following premium pay:
  1. **Work when university is closed** - Non-exempt benefit-eligible employees will receive pay for the time they work *plus* a 'closed but working' premium full rate for each hour worked. This equates to paying the employee double time for time worked during this period. (NOTE: Christmas day and New Year's day have an additional premium)
  2. **Work over 40 hours when university is closed** - If non-exempt employees work more than 40 hours in either week, they will also receive the overtime premium for hours worked over 40.
- If your department requires employees to work when the university is closed pre-approval from their Dean or VP must be granted prior to allowing non-exempt employees work during the winter break. We expect to have some facility, police, clinic, animal care, and research employees who will need to work during these two weeks.
- Departments must cover the premium wage expense required for non-exempt employees to work during the closure. There are no central funds available to assist departments with the costs outlined above. Departments should be aware of the additional expense when asking employees to work during these two weeks.
- For exempt employees, the department should allow them to take time off equal to the time they need to work during the two weeks of break. The agreed time can be taken either before or after the scheduled closure, with timing determined within the departments. It is recommend that the time be taken no later than the end of March 2019. This time is not accrued time, but is a one-time gift/allowance. The agreed time is not eligible to be paid out if someone terminates nor will it be paid in lieu of taking the time off.