PROCEDURES RELATED TO ADMINISTRATION OF PAY DURING WINTER RECESS

PURPOSE:

During Winter Recess, the University is closed, but the necessity to continue certain operations during this time remains. These procedures are designed to clarify how pay to those required to work during Winter Recess will be administered.

PROCEDURES:

1. Full-time, benefits-eligible staff shall be paid at their normal rate of pay.
   a. Part-time, benefits-eligible staff shall be paid on a pro-rated basis.

2. Any work during Winter Recess must be approved by the appropriate vice president prior to Winter Recess.

3. To receive Winter Recess pay, an employee must be in pay status both on the work day before and the work day after Winter Recess.
   a. If an employee separates from the University during Winter Recess, then they cannot utilize accrued, vested vacation days to extend the separation date.

4. For 24-hour operations:
   a. If a holiday is a scheduled day off for the employee, then straight-time holiday pay will be made.
      i. This straight-time pay will be used to calculate any overtime pay for that work week.
   b. There is no option to receive pay for a holiday that occurs on a scheduled day off during Winter Recess.