

## Special Instructions for December 2008 Time & Attendance Records due to Campus Closure -- for Academic Employees

The campus closure begins Wednesday, December 24, 2008, and continues through Thursday, January 1, 2009. December 24, 25, 31, and January 1 are the designated University holidays. December 26, 29 and 30 are the dates employees will need to take vacation time off or leave without pay\*\*. The remaining days are weekend days.

In order to protect individual personal safety and to secure research samples and equipment (by minimizing power consumption), Physical and Biological Sciences Faculty, Staff, and Students are prohibited from accessing science buildings for the duration of the outage.

1. Complete your time record as you would normally for the period December 1-23 by reporting any vacation, sick leave, and other leave taken. (Remember that only full-day absences need to be reported).
  2. On the closure days (December 26, 29 and 30), you must report vacation time taken, if you wish to be paid for those days\*\*. **IMPORTANT:** If you plan on working any of the closure days, you will need prior approval from your supervisor. Please be sure to note on your time record that you worked so that it is clear why you are not reporting vacation time taken on those days. Please remember that all faculty, staff, and students are prohibited from accessing science buildings during the planned power outage (8:00 AM Saturday, December 27 through 6:00 PM Monday, December 29).
- \*\*Employees in the **Postdoc Scholar** title (indicated in **bold** in the lower-left section of their time records) do not accrue vacation, so should not report vacation time for the closure days. However, they are entitled to "Time Off" with pay during quarter breaks, and therefore will be paid for the closure days.
3. Time off without pay on December 26, 29 and 30 should be reported under "Other Leave," with a special notation that this time is to be without pay. Adjustments for time off without pay will be made in January and be reflected on your January 30, 2009 paycheck.

### Notes:

- Days off without pay do not count as service credit for retirement.
- Per policy any leave without pay during the closure period does not reduce an employee's vacation and sick leave accruals.

4. Employees without sufficient accumulated vacation will be allowed to use up to three (3) days of vacation leave prior to actual accrual. Full-time employees can borrow up to 24 hours and part-time employees can borrow on a prorated basis. Record this time under "Vacation Leave". Exception: Employees with an initial appointment of less than six months are not eligible to accrue vacation and, therefore, are not entitled to borrow vacation.

### Notes:

- No additional vacation time off will be permitted until all borrowed vacation is subsequently earned and no negative balance exists.
- Terminating employees with negative balances of vacation will have those hours deducted from their last paycheck.

5. Part time employees receive holiday pay based upon their appointment percentage.

**CONTACT YOUR DIVISIONAL PERSONNEL/PAYROLL REPRESENTATIVE IF YOU HAVE ANY QUESTIONS ABOUT:**

1. HOW TO COMPLETE YOUR TIME AND ATTENDANCE RECORD
2. YOUR ELIGIBILITY TO BORROW VACATION
3. THE IMPACT OF TAKING TIME OFF WITHOUT PAY ON YOUR BENEFITS, ACCRUALS, AND PAY