

## **QUESTIONS AND ANSWERS ABOUT CAMPUS CLOSURE 2007/2008**

Our 2007/2008 Campus Closure will occur Saturday, December 22, 2007 through Tuesday, January 1, 2008. In all, the campus will be closed for eleven days; four days are scheduled holidays (December 24, 25, 31, 2007 and January 1, 2008), four days are weekend days, and three days (December 26, 27 and 28, 2007) are campus closure days.

The closure may result in employees being required to use vacation, accrued compensatory time off, or leave without pay for the three days of December 26, 27, and 28, 2007. Employees without sufficient accumulated vacation will be allowed to use up to three days of vacation leave prior to actual accrual. Employees normally required to wait six months before using accrued vacation will be allowed to use or borrow vacation even if the required waiting period hasn't been completed.

### **SUMMARY OF QUESTIONS**

1. Are all employees eligible to use up to three days of vacation leave for December 26, 27 and 28 campus closure days?
2. What about employees who have a waiting period before they can use accrued vacation leave?
3. What if an employee doesn't have enough vacation hours available to cover the three days of closure?
4. How many vacation hours can a part-time employee "borrow" for the closure?
5. When can an employee use vacation once they have a negative balance?
6. If an employee borrows vacation time and terminates before accruing it back, will the employee be docked for this time when they terminate?
7. Can I use compensatory time for any of the campus closure days?
8. What if an employee doesn't wish to use vacation or compensatory time off to cover the December 26, 27 and 28 campus closure days?
9. If an employee becomes ill during campus closure, are they eligible to use sick leave?
10. What if an employee wants to work during the campus closure?
11. If an employee elects to take leave without pay during the closure period will this impact their holiday pay, and vacation and sick leave accruals?
12. If a full-time non-exempt employee elects to take leave without pay, rather than using vacation, "borrowed" vacation or compensatory time off during the campus closure period, will this result in loss of holiday pay?
13. What impact would there be on a part-time employee who falls below 50% of the hours of the month, excluding holiday hours by taking leave without pay for the campus closure days (December 26, 27 and 28) rather than using vacation or compensatory time off?
14. Would the probationary period be adjusted for a probationary employee taking leave without pay during the campus closure?

## QUESTIONS AND ANSWERS ABOUT CAMPUS CLOSURE 2007/2008

### REPORTING LEAVE FOR DECEMBER 26, 27 and 28 CAMPUS CLOSURE DAYS

- 1. Are all employees eligible to use up to three days of vacation leave for the campus closure days?**

*Yes, employees who accrue vacation may use vacation leave to cover the three days of closure.*

- 2. What about employees who have a waiting period before they can use accrued vacation leave?**

*They would be allowed to use accrued vacation and/or "borrowed" vacation even if they haven't completed the waiting period.*

- 3. What if an employee doesn't have enough vacation hours available to cover the three days of closure?**

*Employees without sufficient accumulated vacation will be allowed to "borrow" up to three days of vacation leave prior to actual accrual.*

- 4. How many vacation hours can a part-time employee "borrow" for the closure?**

*A part-time vacation eligible employee can "borrow" vacation hours on a pro-rated basis according to their appointment percentage.*

- 5. When can an employee use vacation once they have a negative balance?**

*No additional vacation may be used until the negative vacation leave balance is "zeroed out" with subsequent accruals.*

- 6. If an employee borrows vacation time and terminates before paying it back, will the employee be docked for this time when they terminate?**

*Yes, the employee's final paycheck will be docked to recapture the "negative" vacation leave balance.*

- 7. Can I use compensatory time for the campus closure days?**

*Employees with accrued compensatory time may elect to use it to cover the scheduled time off or to offset the use of vacation time.*

## QUESTIONS AND ANSWERS ABOUT CAMPUS CLOSURE 2007/2008

### REPORTING LEAVE FOR DECEMBER 26, 27 and 28 CAMPUS CLOSURE DAYS (cont)

- 8. What if an employee doesn't wish to use vacation or compensatory time off to cover the campus closure days?**

*Employees who do not wish to use vacation or compensatory time off may elect to take a leave without pay during the closure.*

- 9. If an employee becomes ill during campus closure, are they eligible to use sick leave?**

*An employee may use sick leave if they have a sick leave accrual balance; if the sick leave is authorized by the supervisor; and the use of sick leave is in accordance with policy and collective bargaining agreement requirements.*

- 10. What if an employee wants to work during the campus closure?**

*Since the primary purpose for the campus closure is to achieve utility savings, supervisors should not allow employees to work. However, some employees may be expected to work during this time period. Such exceptions will require the appropriate Principal Officer approval and are to be kept to a minimum.*

### IMPACT OF LEAVE WITHOUT PAY (LWOP) ON VACATION AND SICK LEAVE ACCRUALS AND HOLIDAY PAY

- 11. If an employee elects to take leave without pay during the closure period will this impact their holiday pay, and vacation and sick leave accruals?**

*It depends on the policy or collective bargaining agreement provisions regarding eligibility criteria for holiday pay and vacation and sick leave accruals covering the employee. However, under campus closure provisions, up to 3 days of unpaid leave shall be considered time on pay status for the purposes of accruing vacation and sick leave.*

- 12. If a full-time non-exempt employee elects to take leave without pay, rather than using vacation, "borrowed" vacation or compensatory time off, during the campus closure period, will this result in loss of holiday pay?**

*Generally, LWOP taken during the campus closure will not result in loss of holiday pay. However, depending upon the policy or collective bargaining agreement, LWOP taken outside of the campus closure period may result in loss of holiday pay.*

**QUESTIONS AND ANSWERS ABOUT CAMPUS CLOSURE 2007/2008**

**IMPACT OF LEAVE WITHOUT PAY (LWOP) ON VACATION AND SICK LEAVE ACCRUALS AND HOLIDAY PAY (cont)**

- 13. What impact would there be on a part-time employee who falls below 50% of the hours of the month, because they have LWOP on December 26, 27 and 28.**

*Taking LNP on December 26, 27 and December 28 will not affect vacation or sick leave accruals.*

*However, part-time non-exempt employees receive proportionate holiday pay based upon hours on pay status in the month, excluding holiday hours. Part-time non-exempt employees must be on pay status at least 72 hours in December (50% of the hours of the month excluding holiday hours) to receive holiday pay. If a part-time employee falls below 50%, they will lose their holiday pay for the month.*

**December Holiday Eligibility Chart for Part-time Non-Exempt Employees**

December Working Hours in Month- (excluding holiday hours)=144 hours  
December Holidays are December 24, 25, and 31, 2007

<b>Hours on pay status</b>	<b>% Of time on pay status</b>	<b>Eligible Holiday Hours/Holiday</b>
<b>0-71 hours</b>	<b>0 &lt;50%</b>	<b>0</b>
<b>72-82 hours</b>	<b>50% but &lt;57%</b>	<b>4</b>
<b>83-99 hours</b>	<b>57% but &lt;69%</b>	<b>5</b>
<b>100-116 hours</b>	<b>69% but &lt;81%</b>	<b>6</b>
<b>117-135 hours</b>	<b>81% but &lt;94%</b>	<b>7</b>
<b>136-144 hours</b>	<b>94% -100%</b>	<b>8</b>

- 13. What impact would there be on a part-time employee who falls below 50% of the hours of the month, because they have LWOP on December 26, 27 and 28?**

*In addition to potential holiday disqualification, falling below 50% time may impact the threshold requirements for maintaining full health and welfare benefits. Therefore, part-time employees should be discouraged from taking unpaid time off that would result in impacting these benefits.*

- 14. Would the probationary period be adjusted for a probationary employee taking leave without pay during the campus closure?**

*If the leave without pay is for the holiday closure period only there is no adjustment to the probationary period ending date.*