

QUESTIONS AND ANSWERS ABOUT WINTER CAMPUS CURTAILMENT 2016-2017 FOR STAFF EMPLOYEES

Our 2016-2017 Winter Campus Curtailment is scheduled for December 23, 2016 through January 2, 2017.

- December 23, 26, 30, 2016 and January 2, 2017 are paid university holidays (if eligibility criteria are met)
- December 27, 28 and 29, 2016 are not paid university holidays

These curtailment days may result in employees using vacation, accrued compensatory time off (CTO), or leave without pay (LWOP) for December 27, 28 and 29, 2016.

For employees who may not have sufficient accumulated vacation hours, up to three (3) days of vacation leave may be used in advance of actual accruals during the campus curtailment period. Please refer to appropriate policy and collective bargaining agreements for specific guidance.

REPORTING LEAVE TAKEN FOR DECEMBER 27, 28 and 29, 2016

1. *Are all employees eligible to use up to three (3) days of vacation leave for December 28, 29 and 30, 2016?*

Employees may use accrued vacation leave for December 27, 28 and 29, 2016 if they would have been scheduled to work had these days not been campus curtailment days.

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

Employees who normally have a waiting period will be allowed to use accrued vacation even if their required waiting period has not been completed. Additionally, up to three (3) days of vacation leave may be used in advance of actual accruals during the campus curtailment period.

3. *What if an employee doesn't have enough vacation hours available to cover the three (3) unpaid curtailment days, i.e., December 27, 28 and 29, 2016?*

For employees who may not have sufficient accumulated vacation, up to three (3) days of vacation leave may be used in advance of actual accruals during the campus curtailment period. Please refer to appropriate policy and collective bargaining agreements for specific guidance.

4. *How many vacation hours can a part-time employee "borrow" to cover the three (3) unpaid curtailment days, i.e., December 27, 28 and 29, 2016?*

A part-time employee can "borrow" vacation hours for those days where they would have been scheduled to work had those days not been campus curtailment days. They may "borrow" on a pro-rated basis according to their appointment percentage, schedule and up to the maximum allowed per policy or contract provisions.

5. *When can an employee use vacation if they "borrow" vacation resulting in a negative leave balance?*

If an employee "borrows" vacation, they will not be able to use vacation leave until they have once again accrued enough positive vacation hours to cover the anticipated request.

6. *Will an employee's final paycheck be reduced if they separate with a negative vacation leave balance?*

An employees' final paycheck will be reduced to recapture any remaining negative vacation leave balance(s).

**QUESTIONS AND ANSWERS ABOUT WINTER CAMPUS CURTAILMENT 2016-2017
FOR STAFF EMPLOYEES**

REPORTING LEAVE TAKEN FOR DECEMBER 27, 28 and 29, 2016 (continued)

- 7. *Can an employee use accrued compensatory time off (CTO) to cover the unpaid curtailment days, i.e., December 27, 28 and 29, 2016?***

Employees with accrued CTO may elect to use these hours to cover their scheduled time off or to offset the use of vacation time for December 28, 29 and 30, 2016 if they would have been scheduled to work had these days not been campus curtailment days.

- 8. *What if an employee does not wish to use vacation or CTO to cover the unpaid curtailment days, i.e., December 27, 28 and 29, 2016?***

Employees who do not wish to use vacation or CTO may elect to use leave without pay (LWOP) during the curtailment period. The use of LWOP during the campus curtailment period may impact holiday eligibility, vacation accruals and sick accruals. See Question # 11 for additional information.

- 9. *Is an employee eligible to use sick leave if they become ill during campus curtailment?***

An employee may use sick leave if they have a sick leave accrual balance; if their sick leave is authorized by their 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 curtailment period?***

Since the primary purpose for the campus curtailment 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 or designated officer approval and should be kept to a minimum. Please refer to the Exceptions to Campus Closure memo forthcoming from Physical Plant.

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

- 11. *Will there be an impact on an employee's holiday pay and vacation and sick leave accruals if they take leave without pay (LWOP) during the campus curtailment period instead of using vacation, "borrowed" vacation, or accrued compensatory time off?***

There may be an impact depending on the policy or collective bargaining agreement provisions regarding eligibility criteria for holiday pay and vacation and sick leave accruals covering the employee. However, for all groups of employees under campus curtailment provisions, up to *three (3)* days of unpaid leave shall be considered time on pay status for the purposes of accruing vacation and sick leave.

- 12. *What impact will there be on an employee's holiday pay and vacation and sick leave accruals if they take leave without pay (LWOP) during the campus curtailment period or fall below 50% of the working hours?***

SICK LEAVE:

Biweekly – Non-Exempt Employees: In order to accrue sick leave, all employees must be on pay status at least 50% of the working hours of any given quadriweekly cycle (80) to accrue proportionate sick leave. Although up to three (3) days of LWOP shall be considered as time on pay status during a curtailment period, any additional days of LWOP could result in the employee not accruing sick leave if they fall below 50% of the hours of the quadriweekly cycle.

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Monthly - Exempt Employees: In order to accrue proportionate sick leave, all employees must be on pay status at least 50% of the working hours of any given month (88 for December 2016). Although up to three (3) days of Leave Without Pay (LWOP) shall be considered as time on pay status during a curtailment period, any additional days of LWOP could result in the employee not accruing sick leave if they fall below 50% of the hours of the month.

VACATION LEAVE:

Biweekly – Non-Exempt Employees: Employees accrue vacation leave based upon hours on pay status. For those employees represented by AFSCME (SX, EX, K7) and Police Officers Unit (PA), an employee must be on pay status at least 50% of the working hours in any given quadriweekly cycle (80) to accrue proportionate vacation leave. Although up to three (3) days of LWOP shall be considered as time on pay status during a curtailment period, any additional days of LWOP could result in the employee not accruing vacation leave if they fall below 50% of the hours of the quadriweekly cycle.

For all other groups of non-represented and represented employees, there is no 50% threshold in order to accrue vacation and accrual is proportionate to time on pay status in the quadriweekly cycle. Thus, up to three (3) days of LWOP will be considered as time on pay status during the curtailment period.

Monthly - Exempt Employees: Employees accrue vacation leave based upon hours on pay status during the month. Although up to three (3) days of LWOP shall be considered as time on pay status during a curtailment period, any additional days of LWOP could result in the employee not accruing full leave.

HOLIDAY PAY:

Note: With the exception of SX, K7 and EX employees, holiday earnings for employees who are paid on the biweekly pay cycle are calculated based on the UCPath holiday quadriweekly cycle.

Taking Leave Without Pay (LNP) during the curtailment may affect January holiday eligibility due to the UCPath holiday quadriweekly look-back cycles.

Monthly – Full-Time Exempt Employees: Exempt employees must be on pay status during the week in which the holiday falls to receive holiday pay.

Biweekly – Non-Exempt Employees:

Part Time: Depending upon policy or collective bargaining agreement, all part-time non-exempt employees receive proportionate holiday pay based upon hours on pay status in the month or UCPath holiday quadriweekly pay cycle, excluding holiday hours. Part-time non-exempt employees must be on pay status at least 50% of the hours of the month or holiday quadriweekly cycle, excluding holiday hours, to receive holiday pay. If a part-time employee falls below 50%, they will lose their holiday pay for the month or biweekly period.

Full Time: Generally, LWOP taken during the winter curtailment period will not result in loss of holiday pay for a full-time non-exempt employee. However, depending upon the policy or collective bargaining agreement, LWOP taken outside of the campus closure period may result in loss of holiday pay. In most cases, full-time non-exempt employees must be on pay status during the week in which the holiday falls, as well as their last scheduled work day before the holiday and first scheduled workday after the holiday to receive holiday hours. Please refer to policy and collective bargaining agreements for specific guidance.

Definitions:

Quadriweekly cycle – two consecutive biweekly periods.

UCPath holiday quadriweekly cycle – the two consecutive biweekly periods directly preceding the biweekly pay period in which the holiday falls.