QUESTIONS AND ANSWERS ABOUT WINTER CAMPUS CURTAILMENT 2012-2013
FOR STAFF EMPLOYEES

Our 2012-2013 Winter Campus Curtailment is scheduled for December 22, 2012 through January 1, 2013.

- December 24, 25, 31 and January 1 are paid university holidays (if eligibility criteria are met)
- December 26, 27 and 28 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 26, 27 and 28, 2012.

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.

REPORTING LEAVE TAKEN FOR DECEMBER 26, 27 AND 28, 2012

1. Are all employees eligible to use up to three (3) days of vacation leave for December 26, 27 and 28, 2012?

   Employees who accrue vacation may use vacation leave for December 26, 27 and 28, 2012 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 unpaid curtailment days, i.e., December 26, 27 and 28, 2012?

   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 unpaid curtailment days, i.e., December 26, 27 and 28, 2012?

   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 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 accrued sufficient vacation hours to compensate for all of their negative vacation leave and have “positive” vacation hours available in their leave bank.
QUESTIONS AND ANSWERS ABOUT WINTER CAMPUS CURTAILMENT 2012-2013
FOR STAFF EMPLOYEES

REPORTING LEAVE TAKEN FOR DECEMBER 26, 27 AND 28, 2012 (continued)

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).

7. Can an employee use accrued compensatory time off (CTO) to cover the unpaid curtailment days, i.e., December 26, 27 and 28, 2012?

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 26, 27 and 28, 2012 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 26, 27 and 28, 2012?

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 that will be forthcoming from Physical Plant in November.

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?

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. If a full-time non-exempt employee elects to take LWOP, rather than using vacation, "borrowed" vacation, or accrued compensatory time off during the winter campus curtailment period, will this result in loss of holiday pay?

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.

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, 2012?

In order to accrue sick leave, all employees must be on pay status at least 50% of the working hours of any given 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 would result in the employee not accruing sick leave as they would fall below 50% of the hours of the month.

Employees accrue vacation 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 month 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 would result in the employee not accruing vacation leave as they would fall below the 50% threshold for the month.

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

All 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.

<table>
<thead>
<tr>
<th>Hours on Pay Status</th>
<th>% of Time on Pay Status</th>
<th>Eligible Holiday Hours/Holiday</th>
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</thead>
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<td>0-71 hours</td>
<td>0 &lt;50%</td>
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<tr>
<td>72-82 hours</td>
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<td>57% but &lt;69%</td>
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<tr>
<td>117-135 hours</td>
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<tr>
<td>136-144 hours</td>
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