2015 Winter Recess FAQs

PAY QUESTIONS:

1. How should staff be paid for the recently announced Winter Recess?
   a. Please see the memorandum dated Oct. 13, 2015 for specific details.
   b. Non-exempt employees designated as essential personnel will receive their regular rate of pay for all hours worked during the Winter Recess. Essential employees will have the opportunity to re-designate any time worked (consistent with normal time tracking practice) during the Winter Recess to another normally scheduled workday(s) within the current fiscal year.
   c. Non-essential personnel who work on December 28, 29 and/or December 30 will be paid at their regular rate for all hours worked, absent the ability to re-designate any time worked during the Winter Recess to another normally scheduled workday(s) within the current fiscal year.

2. How do I confirm my position will/will not be designated as essential during the Winter Recess?
   a. Senior management in each college/unit will determine which functions are essential, and how to staff those functions during the Winter Recess. If you have any question whether your position will be deemed essential during the Winter Recess, please contact your supervisor.

3. Do temporary and student employees receive pay for the Winter Recess?
   a. No, they do not, unless they are designated as essential staff and work during the Winter Recess.

4. Are employees who are receiving benefit payments (worker’s compensation, short term disability, long term disability) eligible for Winter Recess pay?
   a. Benefit payments will continue normally in these situations. If employees are supplementing their benefit payments with sick leave/vacation/personal holiday, these benefit payments should be supplemented with Winter Recess paid time in place of the hours that would have been paid as sick leave/vacation/personal holiday.

5. Is the Winter Recess considered additional University holidays?
   a. No. The Winter Recess is a special “closure” of the University, allowing employees to have an extended period of time off at a time when classes are not in session and the general level of activity slows. The Winter Recess is part of Purdue’s ongoing efforts to recognize and reward hardworking employees.

LEAVE QUESTIONS:

1. If an employee requested vacation prior to the President’s announcement of the 2015 Winter Recess, are they allowed to change their vacation request?
   a. Yes, non-exempt employees who have previously requested December 28, 29 and/or December 30, 2015 as vacation, personal holiday or sick leave will need to record the Winter Recess as “Other Leave (With Pay).”
b. Exempt staff members who have previously designated December 28, 29 and/or December 30, 2015 as “vacation” or another paid leave will need to withdraw those designations and will receive pay for these days. If leave is requested via the online leave system through Employee Self-Service, you will need to revise your original request.

2. If an employee is on unpaid FMLA leave, would the employee be allowed to change the designation of FMLA and be compensated for the Winter Recess?
   a. No. If an employee has previously-scheduled unpaid FMLA leave, it should be recorded as such.

3. If an employee is on paid FMLA leave (supplementing their FMLA with sick leave/vacation/personal holiday), would the employee be allowed to change the designation of paid leave time and substitute eligible Winter Recess time?
   a. Yes. If employees are supplementing their FMLA with sick leave/vacation/personal holiday, they should be paid Other Leave (With Pay) in place of the hours that would have been paid as sick leave/vacation/personal holiday.

4. If an employee has non-FMLA sick leave scheduled for December 28, 29 or 30, would the employee be allowed to change the designation of sick leave to Other Leave (With Pay)?
   a. Yes.

Address any questions regarding “Winter Recess” pay practices to hr@purdue.edu (include Compensation in the subject line) or call 42222.