MEMORANDUM

TO: All Organizational Units
FROM: Office of the Vice President for Human Resources
DATE: October 13, 2015
RE: Pay Practices for 2015 Winter Recess

As recently announced by the President, below are the pay practices applicable to the 2015 Winter Recess:

1. **Non-essential, Non-exempt Benefits-Eligible Staff**
   
a. Non-essential, non-exempt Benefits-Eligible staff members will receive regular pay for all normally scheduled hours on December 28, 2015, December 29, 2015 and December 30, 2015 (“Winter Recess”).

   b. Non-exempt employees who have previously designated December 28, 29 and/or December 30, 2015 as “vacation” or another paid leave will need to re-designate these days as “Winter Recess.”

   c. Time will be recorded as “Other Leave (With Pay)” on the Attendance Record/Time Sheet for employees using manual time entry.

   d. Kronos users should utilize the Assigning Pay Code by Group QRC to assign the ‘Other Leave (With Pay)” pay code to groups of regular staff who were scheduled to work but did not report due to the Winter Recess. This QRC describes how the pay code can be assigned to multiple employees in a single step. Alternatively, this pay code can be entered on each employee’s time card individually.

2. **Essential, Non-exempt Staff**

   Senior management within each college or department designates essential staff. If you have any question whether your position will be deemed essential during the Winter Recess, please contact your supervisor.

   a. Essential, non-exempt staff who are required to work during the Winter Recess will be paid at the regular rate 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.
b. This time will be recorded as “Worked-Regular” on the Attendance Record/Time Sheet and in the Kronos system.

**Exempt Staff**

a. Essential exempt staff who are required to work during the Winter Recess will have the opportunity to re-designate any time worked during the Winter Recess to another normally scheduled workday(s) within the current fiscal year.

b. Exempt staff 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 regular pay for these days.

**Questions about these Pay Practices may be directed to hr@purdue.edu or 42222**

**Questions about Kronos time entry may be directed to timeadmin@purdue.edu.**