

2018 Winter Recess FAQs

PAY QUESTIONS:

1. How should staff be paid for the 2018 Winter Recess?

- 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 (Essential personnel eligible to re-designate their time may do so between December 17, 2018-June 30, 2019).
- **Non-essential** personnel who work on December 26, 27 and/or 28 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.
- **Essential** personnel who work on December 26, 27 and/or 28 will have to record time based on their time recording profile in SuccessFactors.
 - **Positive time recording** – Enter the number of hours worked each day on their timesheet.
 - **Clocking** – Clock in and out on each day worked using the SuccessFactors Webclock
 - **Negative/Exception time recording** – No time recording is necessary. The system will automatically pay you based on your planned working schedule.

2. How do I confirm my position will/will not be designated as essential during the Winter Recess?

- 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?

- No, they do not, unless they are designated as essential staff and work during the Winter Recess.

4. Do academic year (AY) faculty and staff receive pay for the Winter Recess?

- No. Winter Recess does not apply to academic year faculty and staff because they are not scheduled to work during the 2018 Winter Recess.

5. Are employees who are receiving benefit payments (i.e. worker's compensation, short term disability, long term disability) eligible for Winter Recess pay?

- 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.

6. Is the Winter Recess considered additional University holidays?

- 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. If a benefits-eligible employee works through Dec. 21, 2018 and is separating from the University, the holiday pay stipulation applies and that employee will be paid for the Winter Recess, including the holidays through the end of the calendar year. Separation date, or day following last day in pay status, will be 12/31/18.

LEAVE QUESTIONS:

- 1. 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?**
 - No. If an employee has previously-scheduled unpaid FMLA, it should be recorded as such.
- 2. 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?**
 - Yes. If an employee is supplementing FMLA with sick leave/vacation/personal holiday, they should be paid Other Leave (With Pay) in place of hours that would have been paid as sick leave/vacation/personal holiday.

RE-DESIGNATING TIME

- 1. Can essential personnel who work/scheduled to work during the Winter Recess re-designate their time off prior to the winter recess?**
 - Yes, with limitations. All time to be re-designated should be used between 12/17/18– 6/30/19.
- 2. How will my re-designated time off be tracked?**
 - Departments will be required to manually track essential personnel's re-designated time off.
- 3. What happens to my re-designated time off if I call in sick during the Winter Recess and I was supposed to work?**
 - Essential personnel who call in sick during the Winter Recess when they are designated to work must use "Other Leave (With Pay)" to record their sick time and may not re-designate that time off to a future date.
- 4. Can I re-designate the Winter Recess if it occurs on my normally scheduled day off?**
 - No. If the Winter Recess occurs on a normally scheduled day off, the employee does not re-designate that time off. For example, if an employee normally works an 80% schedule and has Tuesday off, this employee does not re-designate the Winter Recess day on Tuesday.
- 5. If the University holiday falls on my normally scheduled day off during the week of the Winter Recess, can I re-designate that day?**
 - Yes. If the 12/24/18 and/or 12/25/18 holiday fall on a normally scheduled day off, the employee will be able to re-designate their holiday to be used by 6/30/19 (this only applies to the holidays that fall on 12/24/18 and 12/25/18; all other holidays are to be re-designated within the same workweek). Please see the [Eligibility for Holiday Pay](#) document for additional information.

Please address any questions regarding "Winter Recess" pay practices to hr@purdue.edu (include Compensation in the subject line) or call 49-42222.