

# MEMORANDUM

**TO:** All Organizational Units  
**FROM:** Office of the Vice President for Human Resources  
**DATE:** 11/5/18  
**RE:** Pay Practices for 2018 Winter Recess

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As announced by the President on February 9, 2018, below are the pay practices applicable to the 2018 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 26, 27, and/or 28, 2018 (“Winter Recess”).
- b. Time-off will be requested as “Other Leave (With Pay)” through the Time Off tile in SuccessFactors

## 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 “Regular” on the Timesheet in SuccessFactors.

## 3. **Essential, 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.

Questions about these Pay Practices may be directed to [hr@purdue.edu](mailto:hr@purdue.edu) or 49-42222

Questions about SuccessFactors time entry may be directed to [timeadmin@purdue.edu](mailto:timeadmin@purdue.edu)