

As announced by the President on April 12, 2019, the University will observe a 2019 Winter Recess on the following dates: December 23, 27, 30 and/or 31. Below are answers to frequently asked questions regarding the Winter Recess.

PAY

Q: Will anyone be required to work during Winter Recess?

A: Although most employees are not expected to work during Winter Recess, some areas within the University cannot completely shut down. In these areas, Essential Staff will be designated to work during Winter Recess. Senior management within each college or department will identify and communicate to any employee who is designated as essential. If you have any question whether your position will be deemed essential during the Winter Recess, please contact your supervisor.

Q: How will staff be paid during the 2019 Winter Recess?

A: The answer varies based on your position and designation:

1. Essential, Benefits Eligible Staff Who Work During Winter Recess.
 - a. Both exempt and non-exempt 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. Non-Exempt positions
 - i. Should record time worked using the standard method for their position.
 - ii. Will be paid at the regular rate for all hours worked during the Winter Recess.
2. Non-Essential, Benefit Eligible Staff
 - a. Who DO NOT Work During Winter Recess
 - i. Non-Exempt positions
 1. Will receive regular pay for all normally scheduled hours during Winter Recess.
 2. Time-off should be recorded as "Other Leave (With Pay) through the Time Off tile in SuccessFactors.
 - ii. Exempt positions
 1. Will be paid normally and do not need to take any steps to record time not worked over Winter Recess.
 - b. Who Work During Winter Recess
 - i. Will NOT have the opportunity to re-designate any time worked during the Winter Recess to a normally scheduled workday(s) within the current fiscal year.
 - ii. Non-Exempt positions
 1. Will be paid at the regular rate for all hours worked during the Winter Recess.
 2. Time should be recorded using the standard method for their position.
 - iii. Exempt positions
 1. Will be paid normally and do not need to take any steps to record time not worked over Winter Recess.

Q: 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.

Q: Are employees who are receiving benefit payments (i.e. 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.

Q: 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. If a benefits-eligible employee works through Dec. 20, 2019 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 12/31/19.

Q: Does Winter Recess apply to academic year (AY) faculty and staff?

A: No, as part of the normal schedule academic year faculty and staff do not work over winter break.

LEAVE

Q: 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, it should be recorded as such.

Q: 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 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

Q: Can essential personnel who work/are scheduled to work during the Winter Recess re-designate their time off prior to the Winter Recess?

A: Yes, with limitations. All time to be re-designated should be used between 12/16/19– 6/30/20.

Q: How will my re-designated time off be tracked?

A: Departments will be required to manually track essential personnel's re-designated time off.

Q: What happens to my re-designated time off if I call in sick during the Winter Recess and I was supposed to work?

A: 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.

Q: Can I re-designate the Winter Recess if it occurs on my normally scheduled day off?

A: 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.

Q: If the University holiday falls on my normally scheduled day off during the week of the Winter Recess, can I re-designate that day?

A: Yes. If the 12/24/19, 12/25/19 and/or 12/26/19 holiday fall on a normally scheduled day off, the employee will be able to re-designate their holiday to be used by 6/30/20 (this only applies to the holidays that fall on 12/24/19, 12/25/19 and 12/26/19; all other holidays are to be re-designated within the same workweek). Please see the Eligibility for Holiday Pay document for additional information.