Additional Leave Time – Holidays 2020

University leadership has designated December 28 through December 30, 2020 as an additional Winter Break this year for University Academic Campus and University of Utah Health Academics employees. The Winter Break days will supplement the already planned University Closure Days on December 24\textsuperscript{th} and December 31\textsuperscript{st}, and the University Holidays on December 25\textsuperscript{th} and January 1\textsuperscript{st}. The Winter Break detailed below is not applicable to University of Utah Health Hospitals and Clinics staff or to faculty who are on contracts and will not be instructing during these dates.

Employees are encouraged to use these additional days to focus on themselves, to rest, to exercise, to sit quietly, or to do whatever they can do to focus on well-being.

Staff will receive up to 24 hours of Administrative Leave with Pay (ALP) for the three Winter Break days:

- Monday, December 28, 2020
- Tuesday, December 29, 2020
- Wednesday, December 30, 2020

ALP must be entered into Kronos by the employee’s supervisor. The amount of ALP hours an employee receives will be prorated by FTE and based on hours they are regularly scheduled to work on the Winter Break days. Faculty and employees in administrative positions at director level and above will track the time in their departments.

Only those limited employees who are in positions that are required to report to work on one or more of the Winter Break days (December 28\textsuperscript{th} – 30\textsuperscript{th}) may use the ALP hours on different subsequent dates under the following conditions:

- Hours must be used by May 31, 2021 or they will be lost;
- Employees are expected to schedule use of the ALP hours by arrangement in advance with their cognizant department head or supervisor so that the efficiency of the organizational unit is not compromised; and
- Hours will not pay out if the employee terminates employment prior to using them.

Employees above the maximum vacation accrual limit who have already received approval to use vacation leave for one or more of the days of December 28\textsuperscript{th} – 30\textsuperscript{th}, may lose vacation because these days will be paid by ALP. The following are options to remedy this situation:

- Employees may reschedule vacation hours prior to the Winter Break by arrangement in advance with their cognizant department head or supervisor so the efficiency of the organizational unit is not compromised.
- In the event a staff member is not able to use accrued vacation time before the end of the year and loses time, the employee may have up to three days of lost vacation accruals reinstated in
January in accordance with section III.E.3 of Rule 5-301A. Employees should complete the Request for Reinstatement of Lost Vacation Hours.

– In accordance with section III.B.5 of Rule 5-301A, faculty and administration who receive 25 days of vacation leave per year may roll over up to ten days of vacation into the next calendar year.

Examples of how ALP will be given for various employees (includes the university closure day and holiday leave calculations for illustrative purposes and to add clarity):

– Employee A has an FTE of 1.0 and is regularly scheduled to work 40 hours per week. They will receive:
  ✓ 24 hours of ALP for Monday thru Wednesday (8 hours each day)
  ✓ 8 hours of UCD for New Year’s Eve
  ✓ 8 hours of HOL for New Year’s Day

– Employee B has an FTE of .80 and is regularly scheduled to work 32 hours per week. They will receive:
  ✓ 19.20 hours of ALP for Monday thru Wednesday (6.40 hours each day)
  ✓ 6.4 hours of UCD for New Year’s Eve
  ✓ 6.4 hours of HOL for New Year’s Day

– Employee C has an FTE of .75 and is regularly scheduled to work 30 hours per week. They will receive:
  ✓ 18 hours of ALP for Monday thru Wednesday (6 hours each day)
  ✓ 6 hours of UCD for New Year’s Eve
  ✓ 6 hours of HOL for New Year’s Day

– Employee D has an FTE of .50 and is regularly scheduled to work 20 hours per week. They will receive:
  ✓ 12 hours of ALP Monday thru Wednesday (4 hours each day)
  ✓ 4 hours of UCD for New Year’s Eve
  ✓ 4 hours of HOL for New Year’s Day

– Employee E has an FTE of .25 and is regularly scheduled to work 10 hours per week and would have been scheduled to work 5 hours on Monday and 5 hours on Wednesday. They are not in a benefit-eligible position and not eligible for Holiday or University Closure Day pay. They will receive:
  ✓ 10 hours of ALP Monday thru Wednesday (10 hours total for 3 days)
  ✓ 0 hours of UCD for New Year’s Eve
  ✓ 0 hours of HOL for New Year’s Day

– Employee F has an FTE of .25 and is regularly scheduled to work 10 hours per week and would have been scheduled to work 5 hours on Monday and 5 hours on Friday. They are not in a benefit-eligible position and not eligible for Holiday or University Closure Day pay. They will receive:
  ✓ 5 hours of ALP Monday thru Wednesday (5 hours total for 3 days)
Employee G has an FTE of .25 and is regularly scheduled to work 10 hours per week and would have been scheduled to work 10 hours on Thursday. They are not in a benefit-eligible position and not eligible for Holiday or University Closure Day pay. They will receive:

- 0 hours of ALP Monday thru Wednesday (5 hours total for 3 days)
- 0 hours of UCD for New Year’s Eve
- 0 hours of HOL for New Year’s Day