

From: Dan Ramia [dramia@arec.umd.edu]
To: MCE County Faculty and Staff
Cc:
Subject: Holiday Leave Instructions
Attachments:

Sent: Thu 12/11/03 3:13 PM

To: All MCE County Faculty and Staff

Governor Robert Ehrlich generously announced last week that the State of Maryland employees will be given December 26th as an extra day to celebrate the holiday season. As you know, December 26th is already a scheduled holiday as a University of Maryland employee. President Mote is extending the holiday break to include January 2nd so University employees receive the same number of holidays as all state employees. President Mote has also decided to close the campus early Wednesday, December 24, 2003 at 12:00 noon in order to grant an extended holiday break to faculty and staff. Pursuant to authority granted under Board of Regents policy, regular and contingent 2 employees will receive this additional holiday leave as paid administrative leave for the 4 hour period of time covered by this early closure.

Employees who were scheduled for approved leave prior to December 5, 2003 i.e. annual, sick, personal, compensatory, or any type of unpaid leave on 12/24/03, shall be considered "in a prior leave status" under applicable policy, and as such, are not covered by the provisions of this memorandum.

Essential employees are expected to work as usual on this day. Non-exempt essential employees will receive compensatory time or additional pay for the portion of their regularly scheduled shift that is covered by the period of closure, in addition to pay for the hours worked. The compensatory time off or cash payment shall be in accordance with the employee's overtime payment status and relevant personnel policy on work hours and overtime.

As University employees, all county/city office employees receive holiday leave in accordance with University policy and leave accrual, while following the county/city governments observance of holiday's. County offices are only to be closed if the county government closes all county offices. Exempt and non-exempt staff will have their time sheets in PHR populated with 4 hours of administrative leave on December 24, 2003 and 8 hours of holiday leave from December 25, 2003 through January 2, 2004. Employee leave banks will also be populated with the appropriate amount of administrative leave (relating to Dec. 24, 2003 holiday) and holiday leave. Note the University observance of the December 26th state holiday will be on January 2, 2003. For those employees who work during a scheduled University holiday based on county government being open for business, you are to zero out the pre-populated leave (or appropriate portion) on the days worked and fill in hours worked. The leave will remain in your PHR leave bank and will be treated as floating holidays for use by the employee at a future date not to exceed 1 year from the day observance. Faculty are to complete their timesheets as appropriate and note in the comments section unused holiday leave and for which days it pertains to. This will be maintained at the RED office and campus AGNR Fiscal Office. All other restrictions apply.

Should you have any questions concerning the treatment of the leave period described above, please contact Norman Pruitt or Dan Ramia.

Dan Ramia for Scott Angle

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