

04/23/2003

I would like to clarify something I mentioned at our Fiscal Office meeting earlier today regarding holidays and contracts. If you are accustomed to using a standard statement that refers to approved holidays according to the legislature or governor (I don't recall the exact wording) Academic Affairs doesn't have a problem with continuing to do so; however, if you are accustomed to inserting the actual holidays, it is requested that the correct earned holidays be inserted in the holiday for the period of the contract.

Whether you use a standard statement regarding holidays or break out the holidays, it is important to be cognizant that employees on contract are awarded holiday and annual leave as they are earned. This is no different than the rest of us--we take leave as we earn it. Example: Someone whose initial hire date is November 1st would not be entitled to the holidays that we normally take at Thanksgiving or Christmas because they were not on board to have earned the holidays. The leave would be automatically populated on their electronic leave bank but whoever takes care of the leave would have to write a memo to C. Clifford to have them removed. Leave adjustments would have to take place and the employee in this situation would have to use their Personal Leave or Annual Leave if they have earned it during the holiday break or take LWOP. This situation probably doesn't exist for most renewals as they have earned the leave or carried over some but it can be an issue with new hires.

Please be mindful of this as you do the contracts. Thanks

Patti Nitowitz, Fiscal Coordinator
Budget & Fiscal Office
College, Agriculture & Natural Resources