

# THE UNIVERSITY OF ARIZONA®

## Arizona's First University.

### **POLICY TITLE: University Closure Compensation**

**Effective Date:** October 14, 2002

**Approved By:** President's Cabinet

**Contact:** Human Resources

As in past years, the University President has implemented an annual scheduled period of University Closure. During this period, usually between the Christmas holiday and the New Year's holiday, the University is closed. The President or his designee may identify certain buildings and/or areas that will be exempt from the University Closure based on a business need to remain open.

When the University is closed, most employees do not report to work and do not receive any regular pay. This policy provides maximum flexibility to supervisors and employees for accommodating this time off work using appropriate available leave or compensatory time.

This policy applies to Appointed Personnel, Classified Staff, Student and Graduate Assistant/Associate Employees. Relevant institutional policies include Arizona Board of Regents Policy Manual, University Handbook for Appointed Personnel (UHAP), Classified Staff Human Resources Policy Manual (CSHRPM) and the Student Employment Manual (SEM).

### **I. Classified Staff**

For any dates during the University Closure period when a Classified Staff employee would normally have been scheduled to work and would not be covered by holiday pay, a supervisor may grant any of the following compensation options:

#### **A. Use of Excused Unpaid Absence**

Employees may request the use of Excused Unpaid Absence during the University Closure. (CSHRPM 209.0 Excused Unpaid Absence)

A benefits-eligible employee who uses Excused Unpaid Absence for the closure period must work or be on an approved paid status on his/her last scheduled work day before and the first scheduled work day after the University Closure to qualify for holiday pay for holidays that occur during the University Closure. (CSHRPM 203.0 Holidays)

#### **B. Use of Accrued Vacation**

Employees eligible to accrue vacation may request to use that accrued vacation. Vacation is limited to the amount the employee has accrued prior to the end of the last full pay period before the University Closure. (CSHRPM 200.0 Vacation)

Regular Classified Staff employees serving their six-month initial probationary period will be permitted to use their accrued vacation as an exception to policy to accommodate

the time off work during the University Closure; such payments shall be recovered from the final paycheck if the employee terminates prior to completion of the initial probationary period. (CSHRPM 200.0 Vacation)

C. Use of Paid Release Time - Exempt Classified Staff Employees

Supervisors may authorize the use of paid release time to exempt employees (in job classifications that are exempt from overtime compensation) who have routinely worked more than their scheduled FTE or have worked excessive hours for specific periods of time throughout the year.

D. Use of Accrued Compensatory Time - Non-exempt Classified Staff Employees

Non-exempt Classified Staff employees (in job classifications that qualify for overtime compensation) who have accrued compensatory time prior to the end of the last full pay period before the University Closure may request to use hours from their existing balance of compensatory time. (CSHRPM 311.0 Overtime/Compensatory Time)

## **II. Appointed Personnel (excluding Academic Year Faculty and all Graduate Assistants/Associates)**

For any dates during the University Closure period when an Appointed Personnel employee would normally have been scheduled to work and would not be covered by holiday pay, a supervisor may grant any of the following compensation options:

A. Use of Excused Unpaid Absence

Employees may request the use of Excused Unpaid Absence during the University Closure. (UHAP 8.04 Unpaid Leaves)

A benefits-eligible employee who uses Excused Unpaid Absence for the University Closure period must work or be on an approved paid status on his/her last scheduled work day before and the first scheduled work day after the University Closure to qualify for holiday pay for holidays that occur during the closure. (UHAP 8.01.02 Holidays)

B. Use of Accrued Vacation

Appointed Personnel eligible to accrue vacation may request to use that accrued vacation. Vacation is limited to the amount the employee has accrued prior to the end of the last full pay period before the University Closure. (UHAP 8.01.01 Annual Leave)

C. Use of Paid Release Time

Supervisors may authorize the use of paid release time to Appointed Personnel who have routinely worked more than their scheduled FTE or have worked excessive hours for specific periods of time throughout the year.

## **III. Academic Year Faculty**

Faculty on academic year appointments are not scheduled to work during the academic break, so their regular pay is not affected by the University Closure. Their rate of pay is unrelated to any additional effort outside of the Notice of Appointment and is not subject to reduction because of the University Closure.

#### **IV. Student Employees (Student Groups A, B and C)**

Student employees who normally would be scheduled to work during the University Closure may use Excused Unpaid Absence.

Student employees do not accrue paid vacation leave. Student employees must be paid contemporaneously for any hours that are worked, so they may not accrue compensatory time. The supervisor may authorize additional work hours prior to the University Closure, within the guidelines for Student Employees, to offset the unpaid time during the closure. Supervisory authorization to work such additional hours shall be based on the nature of the student employee's job and the unit's need to have the extra hours of work performed. (SEM Section IV.A. Allowable Work Hours)

#### **V. Graduate Assistants/Associates**

Graduate Assistants/Associates on an academic year appointment are not scheduled to work during the academic break, so their regular pay is not affected by the University Closure. Their rate of pay is unrelated to any additional effort outside of the Notice of Appointment and is not subject to reduction because of the University Closure.

Graduate Assistants/Associates on a fiscal year appointment who normally would be scheduled to work during the University Closure may take Excused Unpaid Absence or the supervisor may authorize the use of paid release time to employees who have routinely worked more than their scheduled FTE or have worked excessive hours for specific periods of time throughout the year.

#### **VI. Payroll and Timekeeping Information**

University Closure payroll instructions and processing calendars are available at <http://www.fso.arizona.edu/payroll>. Earning codes and timekeeping guidelines are available at [http://uabis.arizona.edu/eforms/more/etr\\_interim.html](http://uabis.arizona.edu/eforms/more/etr_interim.html).