

Winter Recess FAQs

In recognition of staff employees' exceptional contributions this year, the University is offering for 2020 four extra paid days off, from December 28 to December 31. Full-time essential employees required to work during this time will receive up to four additional personal days between January 2 and June 30, 2021, and part-time essential employees will receive up to two additional personal days during this time.

General Questions

How will non-essential employees not working during Winter Recess be paid?

Hourly employees not working during Winter Recess will receive straight time pay for December 28, 2020, through December 31, 2020. They will be paid for the number of hours they are regularly scheduled to work. These hours will not count toward overtime pay. Exempt benefits-eligible employees will receive their regular pay during this period.

Can non-essential employees work during Winter Recess and reallocate that time as personal days in 2021?

No, only employees who support essential functions related directly to the health, safety, and welfare of the University as well as certain critical research functions and are required to work during Winter Recess may use the time as personal days in 2021.

What if an employee previously scheduled personal or vacation days during Winter Recess?

Employees who already scheduled vacation or personal days for December 28 to December 31, 2020 should cancel this time off in Workday. They can reschedule those days in accordance with the requirements of their respective units/offices. Please keep in mind that personal holidays do not carry over into the following year.

How should Winter Recess time be entered into Workday?

For non-essential employees not working during Winter Recess: A special Workday code for Winter Recess will be created and provided to employees prior to the recess.

For essential employees entering the additional personal days received for use January 2 to June 30, 2021: Enter the special Winter Recess Code (WRC) when completing the timesheet in Workday.

Will the University offer Winter Recess annually?

Winter Recess is being offered for 2020 only, in recognition of employees' exceptional contributions and commitment during the pandemic.

Does this apply to student employees?

Winter Recess does not apply to student employees, but units are advised not to schedule student employees to work during Winter Recess.

Essential Employees

Who is considered an essential employee? How will employees know if they are essential and must work during Winter Recess?

Essential staff members provide services that relate directly to the health, safety, and welfare of the University community, ensure continuity of key operations, and support critical research needs. Unit supervisors will determine which employees are essential and communicate their schedule over the Winter Recess as soon as possible.

How will pay and time off be handled for essential employees required to work during Winter Recess?

If an employee is designated essential and required to work during Winter Recess, the employee will receive their regular pay for hours worked. These days will not be treated as holidays. Depending on their schedule during the Winter Recess, such employees will receive up to four additional personal days if they are full-time employees, and up to two additional personal days if they are part-time, for each day worked during the Winter Recess. The additional personal days must be used between January 2 and June 30, 2021. The additional personal days will not be paid out if the employee leaves the University or does not use them by June 30, 2021. The additional personal days will not count toward overtime.

How should essential employees schedule their personal days?

Employees should speak with their supervisor to request and schedule personal days or follow the same process they normally do to request time off.

Can employees use their Winter Recess paid time off earlier than December 28-31?

No, Winter Recess days cannot be used before the December holiday season. If essential staff work during the Winter Recess, Winter Recess days can instead be used January 2 through June 30, 2021.

How should essential employees enter their time into Workday when they use their additional personal days in 2021?

Essential employees using their additional personal days should enter the special Winter Recess Code (WRC) when completing the timesheet in Workday.

Can essential employees use their personal days in half-day increments?

Yes. Essential staff members who must work during a portion of a day during Winter Recess may take Winter Recess in full or half-day increments from January 2 to June 30, 2021. No less than half-day increments should be taken.