

**UNIVERSITY HOLIDAYS:
FRIDAY AFTER THANKSGIVING CLOSEDOWN GUIDANCE**

In 2016, President Barron designated the Friday following Thanksgiving as a “continuing closedown day” for University faculty and staff employees.

The Friday after Thanksgiving is a “campus closedown” not a “holiday,” so provisions for premium pay and the like do not apply.

Application of the Friday after Thanksgiving campus closedown day for the following employee types is:

Faculty and Full-Time Staff Employees*:

In general, the following guidance applies for faculty and full-time staff employees.

- Employees who are normally scheduled to work on Fridays and who are not required to work will receive their regular pay for the day.

For employees who accrue paid time off:

- Employees who are normally scheduled to work on Fridays and who are required to work will receive, in addition to their pay for the day, compensatory time off equivalent to the number of hours worked, subject to a maximum of eight (8) hours.
- Employees who are not normally scheduled to work on Fridays and are not required to work on the Friday following Thanksgiving will receive eight (8) hours of compensatory time.

* Special considerations for full-time employees in less than 100% full-time equivalent position (per University policy HR105):

- If the employee’s schedule is a 40 hour per week position with months off and the employee normally works during the month of November, they would receive the full “benefit.”
- If the employee’s schedule is less than a 40 hour per week ongoing schedule, this “benefit” is prorated based on percentage full-time equivalency of their appointment.

Technical-Service Employees:

Section 28.9 of the Agreement reads as follows:

An employee whose work schedule includes the Friday following Thanksgiving and is not required to work the Friday following Thanksgiving, shall receive pay for the day as if he had worked his regularly scheduled hours.

An employee whose work schedule includes the Friday following Thanksgiving and is required to work the Friday following Thanksgiving shall receive compensatory time off equivalent to the number of hours worked, up to eight (8) hours, in addition to his normal pay for the day.

An employee whose work schedule does not include the Friday following Thanksgiving and is not required to work on the Friday following Thanksgiving, shall receive eight (8) hours of compensatory time off.

An employee whose work schedule does not include the Friday following Thanksgiving and is required to work on the Friday following Thanksgiving, shall receive eight (8) hours of compensatory time off in addition to his pay for the number of hours worked in that day.

Compensatory time off which is earned as a result of this section shall be scheduled in the same way in which vacation is scheduled and shall be used for absences before accumulated vacation is used.

OPEIU-Represented Employees:

Section 20-9 of the Agreement reads as follows:

Friday Following Thanksgiving – Full-time employees who normally work Fridays and are not required to work the Friday following Thanksgiving, shall receive pay for the day as if they had worked their regularly scheduled hours. Full-time employees who normally work Fridays and are required to work the Friday following Thanksgiving shall receive compensatory time off equivalent to the number of hours worked in addition to their pay for the day. Full-time employees who normally do not work Fridays and are not required to work on the Friday following Thanksgiving, will receive up to eight (8) hours of compensatory time off based on percentage full-time equivalency of their position. Full-time employees who normally do not work Fridays and are required to work on the Friday following Thanksgiving, will receive up to eight (8) hours of compensatory time off based on percentage full-time equivalency of their position in addition to their pay for the day.

Wage Payroll Employees Eligible for “Earned Time”:

- Employees who are required to work the Friday following Thanksgiving will receive time off equivalent to the number of hours worked, subject to a maximum of eight (8) hours, as well as their pay for the day.
- Employees who are normally scheduled to work on Fridays but are not required to work the Friday following Thanksgiving will receive their regular pay for the day.
- Employees who are not normally scheduled to work on Fridays will not receive the additional equivalent time off.
- Wage payroll employees who are not “Earned Time” eligible will **not** receive equivalent time off under any circumstances.