



Winter Break Reduced Operations Procedures Document

CRR 340.045 establishes an annual winter break leave. The period of winter break starts at 12:00 a.m. the day following the observed Christmas holiday and ends at 11:59 p.m. before the observed New Year's Day holiday.

Please use the following as a guide for processing employee pay.

Winter Break Leave for eligible non-exempt employees (**WBL**)

- Employees not required to work during the winter break period will be compensated at their normal rate of pay and will not be required to take personal or vacation days during that time.
- The *Time Reporter* (employee) should record in their timesheet the appropriate quantity of **WBL** for the number of hours they were scheduled to work.
- **WBL** hours do NOT count towards the total hours worked for overtime calculations.

Winter Break Leave for eligible exempt employees (**WBM**)

- Employees not required to work during the winter break period will be compensated at their normal rate of pay and will not be required to take personal or vacation days during that time.
- A one-time load of winter break hours into the timesheet will occur for exempt employees in early December. Time Reporters (employees) that become eligible for winter break after the one-time load will have to enter the appropriate quantity of **WBM**.
- Winter break hours for exempt employees will be automatically approved by the system.

Winter Break Leave and Academic Personnel

- Administrative leave is intended to make someone whole for what they were scheduled to work the day the university closed. Since academic employees are not entitled to the Winter Break Leave, the rules around **WBL** and **WBM** do not apply.
- Monthly academic employees should not report time off during the Winter Break Reduced Operations closure.
- Hourly paid, benefit-eligible academic employees should use the appropriate time reporting code (**ADH – Admin/Acad Leave Hourly**) to report this time off.
- If unit leadership determines a department is to remain open, any regular, academic hourly employee *required* to work will not be allowed to "bank" any hours of Admin/Acad Leave for use later in the year.
- Part-time or variable hour, non-benefit eligible academic employees are not eligible to receive paid time off during the Winter Break Leave.

Eligible Employees Required to Work during Winter Break Leave

- There are certain operations that must be maintained during this period and will remain open. Division and department heads should identify employees who will be required to work during this period.
- Employees required to work during the Winter Break Reduced Operations closure should coordinate with their supervisor to arrange equivalent time off at a later date.
 - When the Winter Break Leave is taken at a later time, the employee must make the entry in the timesheet as **WBL/WBM**, for **BIW/MON** employees respectively.
- Available Winter Break leave balances will display under the Leave/Comp Time option in myHR.
- Exempt employees required to work during the winter break will need to adjust the hours that were pre-loaded to their timesheet to properly reflect time worked.

Important Time Keeper Information

- For the pay period(s) that contains the Winter Break time period, ensure eligible employees (both non- exempt and exempt) have recorded the appropriate Time Reporting Codes. The usual PTO codes may only be used in limited situations, which can be referenced in the *Winter Break Reduced Operations Q&A document*.

For questions, please contact your campus HR/payroll representative.