2021: Days of Beneficence Winter Holiday Break FAQs

In recognition of the extraordinary efforts of our campus community and sustained commitment to our students and to our mission, we will close regular university operations on four additional days this holiday season: Monday, December 27, 2021; Tuesday, December 28, 2021; Wednesday, December 29, 2021; and Thursday, December 30, 2021.

During these 2021: Days of Beneficence, we hope staff and faculty will be able to find some time to relax and to recharge. Gratitude is one of our enduring values, and it is our privilege to express our gratitude in this way during this holiday season.

Only those employees designated by their supervisor as essential and scheduled to work, will be authorized to work during this timeframe.

Observed University Holidays – 2021: Days of Beneficence

- Wednesday, December 22, 2021 (closing at 3:00 p.m.)
- Thursday, December 23, 2021 (President’s Holiday)
- Friday, December 24, 2021 (Christmas Observed)
- Monday, December 27, 2021 (Additional 2021 Holiday)
- Tuesday, December 28, 2021 (Additional 2021 Holiday)
- Wednesday, December 29, 2021 (Additional 2021 Holiday)
- Thursday, December 30, 2021 (Additional 2021 Holiday – replaces 3:00 p.m. early closure)
- Friday, December 31, 2021 (New Year’s Day Observed)

Q1. **Who is eligible to receive the additional holidays?**
A1. Regular full and part-time Staff, Service and Professional employees who are scheduled to work during the winter break.

Temporary employees who have consistent schedules and would normally be scheduled to work during the winter break.

Full and Part-time Academic Year Faculty are also eligible.

Q2. **Why are we getting these extra days off this year?**
A2. The additional holidays have been added to the 2021 calendar in recognition of the unusual circumstances surrounding the pandemic.

Q3. **If I am a student, casual or substitute employee, am I eligible for the additional holidays?**
A3. No. These employee groups are not eligible to receive holiday pay.

Q4. If I am scheduled to work on a day designated as a holiday, do I receive extra pay?
A4. If you are an hourly paid (non-exempt) Staff or Service employee and your supervisor requires you to work on a holiday, you will receive your holiday pay plus time and a half for all hours worked on the holiday (holiday premium pay).

If you are a Professional or exempt Staff, you will not receive additional pay, however you will be given up to January 31, 2021, to observe the holiday commensurate with your normal schedule.

Q5. Can I decide on my own to work during this time?
A5. No. You must be designated by your supervisor as essential and requested to work on the holiday.

Q6. If I am not scheduled to work prior to the December 23, 2021, will I receive the holiday pay?
A6. Staff employees must be scheduled to work and in full pay status in order to be eligible for holiday pay.

Service employees are entitled to the holiday pay provided the employee is in an uninterrupted pay status the last scheduled workday preceding the holiday and the first scheduled workday following the holiday.

Q7. What if I normally work on Mondays and Tuesdays, but elect to take either Monday, December 20 and/or Tuesday, December 21 unpaid or report less than eight hours of paid time off?
A7. Staff must be in full active pay status in order to receive holiday pay. If you do not receive pay for your full scheduled time prior to December 23, 2021, you will not receive pay for any of the winter break holidays. Service employees must be in an uninterrupted pay status the last scheduled workday preceding the holiday and the first scheduled workday following the holiday.

Q8. What if I am not scheduled to work on the University designated holiday (12/23/2021 -12/24/2021, 12/27/2021 – 12/31/2021)?
A8. If you are not scheduled to work on the University designated holiday, you will receive pay for your normal scheduled hours as Holiday Scheduled Day Off and it will not be applicable to OT for the 40-hour work week.

Q9. If I work on the holiday, will those hours be included in the calculation of overtime (for either the calculation of daily overtime or over 40 hours in a work week)?
A9. No. “Holiday Worked” is a premium pay at the rate of one and a half times for actually working on a University designated holiday. “Holiday Pay” is included in the calculation of overtime in a 40-hour work week.