

## Frequently Asked Questions About Winter Break

Winter Break this year is the time period December 26, 2013 through December 31, 2013. This time will include a combination of Winter Leave and Vacation Leave per the University Policy on Winter Leave 2013. **Please note that pay dates for December 2013 will be December 13 and December 27, 2013 for bi-weekly paid employees and December 31, 2013 for monthly paid employees.** Below are some of the questions that have been received by members of the university community in recent weeks.

### Eligibility for Winter Leave

How is the amount of Winter Leave calculated for each employee?

- It is calculated based on an employee's regular full-time equivalency (FTE) and other eligibility requirements. Please refer to the University Policy on Winter Leave located at ([website link](#)). Calculations for leave will be made on current date of hire.

Are "Part-time on-call" (PTOC) employees eligible for Winter Leave?

- Part-time on-call employees are only eligible for sick leave accrual. They are not eligible for Holiday pay and are not eligible for Winter Leave pay.

Are student employees eligible for Winter Leave?

- No. Student employees are not eligible for Holiday pay or Winter Leave pay.

Are adjuncts eligible for Winter Leave?

- No. Adjuncts are not scheduled to work during this time period and are not eligible for Holiday pay or Winter Leave pay. However, any December pay due will be paid on the regular monthly payroll date of December 31, 2013.

Are fiscal-year faculty represented by a bargaining unit eligible for Winter Leave?

- No. Fiscal-year faculty will need to take vacation if they wish to be off work during the Winter Break.

Are employees with special contracts eligible for Winter Leave?

- No. Special contract employees are not eligible for Winter Leave and are expected to work during the Winter Break. If a special contract employee wishes to request vacation to be off during the Winter Break, the appropriate supervisor would need to approve this time off.

Are individuals paid through a temporary service agency eligible for Winter Leave?

- No. These individuals are not eligible for Holiday pay or Winter Leave pay through Wright State University.

What is my eligibility for Winter Leave if I transfer from classified to unclassified before the Winter Leave period?

- Your Winter Leave will be calculated as an unclassified staff member.

### **Winter Leave for Employees Retiring or on Leave**

If I am retiring December 31, 2013, am I still eligible for Winter Leave for 2013?

- Yes. If you are paid hourly, you will need to enter Winter Leave time taken on your timesheet on the eligible days for pay period December 21, 2013 – January 3, 2014. If you are paid monthly, you will need to enter Winter Leave and vacation time taken on your December leave report.

If I am on FMLA leave, disability leave, or other Leave of Absence during the designated period, am I eligible for Winter Leave?

- If you are in a paid status (i.e. using sick leave) you will be paid Winter Leave on your normally scheduled work days between December 26, 2013 and December 31, 2013 and you will receive Holiday Pay for December 24 and 25 as well as January 1, 2014 on the same basis as if you had worked. You must also take the appropriate amount of sick leave to cover this pay period depending on the amount of Winter Leave you have available to take.
- If you are in an unpaid status for any part of your regularly scheduled shift either before or after the Holiday/Winter Leave period, you will not be eligible for Holiday pay or Winter Leave nor will you be eligible to use the time at a later date.

Does the use of Winter Leave during my paid leave of absence enable me to extend my FMLA leave or other leave?

- No. Holidays and Winter Leave run concurrently with Family and Medical Leave and other Leaves of Absence and do not extend the time that you may be off work.

### **Being Deemed Essential During Winter Leave**

My Wright One Card says “Essential.” Does that mean I am required to come in?

- Employees with an “essential employee” Wright One Card/ID may or may not be deemed essential in this instance. Employees who are deemed essential in this instance and who will be required to work during the designated period should be notified in writing no later than December 13, 2013. Speak with your supervisor if you are unsure if you are to report to work.

How do I know if I am required to report to work during the Winter Leave period?

- Each Dean/Vice President/Department head should provide their staffing plan to the Provost or his or her designee. Employees who will be required to work during the designated period should be notified in writing no later than December 13, 2013.

If I work on a day that would be scheduled Winter Leave for me, what do I do?

- Employees who are required to work during the designated Winter Leave period will receive time off equal to the number of hours worked for each day assigned to work (up to the maximum of your designated winter leave) between January 2, 2014 and June 30, 2014.
- If your supervisor has required that you work during Winter Leave, do not enter those hours under the Winter Leave category. If you are an hourly employee, you should enter the time worked under “Regular Earnings” on your time sheet. Any employee who is required to work may use their Winter Leave bank any time before June 30, 2014 with their supervisor’s approval.

Do I receive additional compensation for working on a Winter Leave day?

- Employees who work during the designated period will receive only the equivalent time-off as stated above. There will be no additional compensation for working on those days.

### **Taking Winter Leave Between January 2, 2014 and June 30, 2014**

How do I get my supervisor's permission to take Winter Leave after the designated Winter Leave period is over?

- If you were required to work during the Winter Leave period, you may request to use the remaining banked hours prior to June 30, 2014. To do so, use the same process as requesting vacation. That is, you must request it in advance. Additionally, you must use it in the same increments you worked. That is, if you worked 4 hours on a Winter Leave day, you would take Winter Leave in a 4-hour increment at the later time.

How do I report Winter Leave taken after January 1, 2014?

- Winter Leave taken between January 2, 2014 and June 30, 2014 should be scheduled on the same basis as vacation hours, including prior approval, and should be reported on the time sheet and/or leave report in the Winter Leave category.

Can I use Winter Leave in place of sick leave?

- No. Winter Leave is not to be used in the place of sick leave. It should be used in the same manner as vacation.

### **Payment of Winter Leave Bank**

Does my Winter Leave bank get paid out if I can't take the time before I resign/retire?

- No. Winter Leave must be used to be paid.

Does my Winter Leave bank carry-over past June 30, 2014 if I am unable to take the time by then?

- No. Winter Leave must be taken before June 30, 2014.

### **Choosing to Work During Winter Leave**

If I am not required to be on campus by my supervisor, am I permitted to be on campus during the period of Winter Leave?

- Yes. However, if you make the choice to work during this time period, you must have the prior approval of your supervisor.

If I choose to work on a Winter Leave day, do I get any additional compensation?

- Employees who choose to work during this time period, but are not required to do so, will not receive additional Winter Leave at a later date nor any additional form of compensation.

### **Reporting Winter Leave**

Do I have to report Winter Leave on my time sheet?

- Winter Leave taken must be reported, along with Holiday pay and hours worked during this time period. However, if you work during the period of Winter Leave, you should report what you worked under the category of "Regular Earnings."

Do I have to report Winter Leave on my Leave Report?

- Winter Leave taken must be reported on your Leave Report for the applicable days unless you are required to work. Holiday pay will be automatically paid and will not be listed as a possibility on the Leave Reports.

How do I report Winter Leave on my timesheet/leave report?

- An employee's applicable hours for Winter Leave will be loaded into their leave record and available for reporting no later than December 13, 2013. Those hours should be reported on the time sheet and/or leave report under the category of "Winter Leave" for those days that an employee would normally be scheduled to work during the designated period.

My regular work schedule is Tuesday through Saturday. What do I put on my timesheet?

- Contact your supervisor for your schedule for pay period December 21, 2013 through January 3, 2014.

If I do not see Winter Leave on my timesheet/leave report, what do I do?

- If you have questions or concerns about your eligibility for Winter Leave hours, please contact either Tamara Jones, Director, IT Services and HR Operation, at x4531 ([tamara.jones@wright.edu](mailto:tamara.jones@wright.edu)), or Emily Hamman, Manager, Employee and Labor Relations, at x3843 ([emily.hamman@wright.edu](mailto:emily.hamman@wright.edu)).

How do I report Winter Leave taken after January 1, 2014?

- Winter Leave taken between January 2, 2014 and June 30, 2014 should be scheduled on the same basis as vacation hours, including prior approval, and should be reported on the time sheet and/or leave report in the Winter Leave category.

### **Vacation During Winter Break**

How much vacation do I need to use during Winter Break?

- Whatever time off during December 26, 2013 – December 31, 2013 that is not covered by Winter Leave should be taken as vacation.

If I do not wish to use my vacation but would rather take this time as leave without pay, what do I need to do?

- If an hourly employee chooses to take LWOP instead of vacation for part of winter break, he/she would just not record any hours in the two days of designated leave. For example:

December 23-27

Monday	Tuesday	Wednesday	Thursday	Friday
8.0 hrs REG	8.0 hrs HOL	8.0 hrs HOL	8.0 hrs WINTER LEAVE	8.0 hrs WINTER LEAVE

December 30 – January 3

Monday	Tuesday	Wednesday	Thursday	Friday
		8.0 hrs HOL	8.0 hrs REG	8.0 hrs REG

- No time would be reported on the two days where leave was not taken.
- For unclassified employees, the supervisor must submit a Personnel Action Form stating that the employee is requesting two days LWOP and designate the two days not working or taking vacation. Salary for the month will be reduced by two days. Leave accruals will also be impacted by the LWOP and will be reduced. Personnel Action Forms submitted after December 10, 2013 for leave without pay will impact your January 2014 pay.

## **Building Access, Mail, Police, Trash and Food Service**

Will I have access to buildings during the Winter Leave?

- Yes. Campus buildings will remain open; however, temperatures in the offices may be lower than normal as part of the cost savings projected for this time period. Plan to dress accordingly if you are spending time in a campus building as many offices will be as low as 60 degrees.

How do I get my mail during the Winter Leave period?

- Mail will not be delivered to offices between December 26, 2013 and January 1, 2014. However, all mail (campus mail and incoming mail) will be available and can be picked up at the Mail Center, 014 Millett Hall, from 8:00 a.m. to 3:30 p.m. Outgoing mail can be dropped off at the same time and place. Incoming mail that is not picked up will be bundled and held until normal business operations resume at the university on January 2, 2014.

Will there be any food services on campus during the Winter Leave period?

- No. The Hangar and Union Market will be closed from December 21, 2013 through January 1, 2014. The vending machines will remain available in most buildings.

Will there be Police Department presence on campus during the Winter Leave period?

- Yes. There will be a normal complement of Officers and Dispatchers on campus for a Holiday week.

Will there be trash pick-up/restroom services during the Winter Leave period?

- There will not be individual office trash pick-up during this time period. Restrooms will be policed for cleanliness and supplies.

Who should I call for a maintenance emergency or other emergency issue?

- All calls for Physical Plant and/or Police issues should be directed to (937) 775-2111.