University Closure Compensation

Purpose and Summary

The University observes an annual scheduled period of University Closure between the Christmas holiday and the New Year’s holiday. During this period, the President or the President’s designee may identify certain buildings and/or areas that will be exempt from the University Closure based on a business need to remain open.

When the University is closed, most employees do not report to work and do not receive regular pay. This policy provides appropriate compensation.

Scope

This policy applies to Appointed Personnel, Classified Staff, and Postdoctoral Scholars.

Policy

I. **Fiscal-Year Employees and Postdoctoral Scholars**
   University employees, including Postdoctoral Scholars, who are eligible for full benefits and are scheduled to work on a fiscal-year schedule shall receive paid University Closure Time. Employees must be in an approved paid status on the last scheduled workday before the Christmas holiday and the first scheduled workday after the New Year’s holiday in order to receive University Closure Time.

   Those employees required to work during University Closure shall report normal work hours and shall arrange with their supervisor to take holiday and University Closure hours before the end of the fiscal year.

II. **Academic-Year Faculty**
   Faculty on academic-year appointments are not scheduled to work during the academic break, so their compensation is not affected by the University Closure. Their rate of pay is unrelated to any additional effort outside of the Notice of Appointment and is not subject to reduction because of the University Closure.

III. **Non-Benefits Eligible and Limited-Benefits-Eligible Employees**
   Employees who are not benefits eligible or are eligible for limited benefits may use Excused Unpaid Absence if they normally would be scheduled to work during the University Closure. Based on business need, supervisors may authorize these employees to work additional hours prior to University Closure to offset the unpaid time when the University is closed.
CURRENT POLICY WITH MARK-UP

University Closure Compensation

Purpose and Summary

As in past years, the University President has implemented THE UNIVERSITY OBSERVES an annual scheduled period of University Closure. During this period, usually between the Christmas holiday and the New Year's holiday, the University is closed. DURING THIS PERIOD, the President or the President’s designee may identify certain buildings and/or areas that will be exempt from the University Closure based on a business need to remain open.

When the University is closed, most employees do not report to work and do not receive any regular pay. This policy provides maximum flexibility to supervisors and employees for accommodating this time off work using appropriate available leave or compensatory time. THIS POLICY PROVIDES APPROPRIATE COMPENSATION.

Scope

This policy applies to Appointed Personnel, Classified Staff, and POSTDOCTORAL SCHOLARS. Student and Graduate Assistant/Associate Employees.

Policy

I. Classified Staff

For any dates during the University Closure period when a Classified Staff employee would normally have been scheduled to work and would not be covered by holiday pay, a supervisor may grant any of the following compensation options:

A. Use of Excused Unpaid Absence: Employees may request the use of Excused Unpaid Absence during the University Closure. (CSHRPM 209.0 Excused Unpaid Absence) A benefits-eligible employee who uses Excused Unpaid Absence for the closure period must work or be on an approved paid status on his/her last scheduled workday before and the first scheduled work day after the University Closure to qualify for holiday pay for holidays that occur during the University Closure. (Holidays policy)

B. Use of Accrued Vacation: Employees eligible to accrue vacation may request to use that accrued vacation. Vacation is limited to the amount the employee has accrued prior to the end of the last full pay period before the University Closure. (CSM 200.0 Vacation)

C. Use of Paid Release Time (Exempt Classified Staff Employees): Supervisors may authorize the use of paid release time to exempt employees (in job classifications that are exempt from overtime compensation) who have routinely worked more than their scheduled FTE or have worked excessive hours for specific periods of time throughout the year.

D. Use of Accrued Compensatory Time (Non-exempt Classified Staff Employees): Non-exempt Classified Staff employees (in job classifications that qualify for overtime compensation) who have
accrued compensatory time prior to the end of the last full pay period before the University Closure may request to use hours from their existing balance of compensatory time. (Fair Labor Standards Act and Overtime Policy)

I. Fiscal-Year Employees and Postdoctoral Scholars

UNIVERSITY EMPLOYEES, INCLUDING POSTDOCTORAL SCHOLARS, WHO ARE ELIGIBLE FOR FULL BENEFITS AND ARE SCHEDULED TO WORK ON A FISCAL-YEAR SCHEDULE SHALL RECEIVE PAID UNIVERSITY CLOSURE TIME. EMPLOYEES MUST BE IN AN APPROVED PAID STATUS ON THE LAST SCHEDULED WORKDAY BEFORE THE CHRISTMAS HOLIDAY AND THE FIRST SCHEDULED WORKDAY AFTER THE NEW YEAR’S HOLIDAY IN ORDER TO RECEIVE UNIVERSITY CLOSURE TIME.

II. Appointed Personnel (excluding Academic-Year Faculty and all Graduate Assistants/Associates)

For any dates during the University Closure period when an Appointed Personnel employee would normally have been scheduled to work and would not be covered by holiday pay, a supervisor may grant any of the following compensation options:

A. Use of Excused Unpaid Absence: Employees may request the use of Excused Unpaid Absence during the University Closure. (UHAP 8.04.01 Leaves of Absence—General) A benefits-eligible employee who uses Excused Unpaid Absence for the University Closure period must work or be on an approved paid status on his/her last scheduled workday before and the first scheduled workday after the University Closure to qualify for holiday pay for holidays that occur during the closure. (Holidays policy)

B. Use of Accrued Vacation: Appointed Personnel eligible to accrue vacation may request to use that accrued vacation. Vacation is limited to the amount the employee has accrued prior to the end of the last full pay period before the University Closure. (UHAP 8.01.01 Annual Leave)

C. Use of Paid Release Time: Supervisors may authorize the use of paid release time to Appointed Personnel who have routinely worked more than their scheduled FTE or have worked excessive hours for specific periods of time throughout the year

III. Academic-Year Faculty

Faculty on academic-year appointments are not scheduled to work during the academic break, so their regular pay COMPENSATION is not affected by the University Closure. Their rate of pay is unrelated to any additional effort outside of the Notice of Appointment and is not subject to reduction because of the University Closure.

III. NON-BENEFITS ELIGIBLE AND LIMITED-BENEFITS-ELIGIBLE EMPLOYEES

EMPLOYEES WHO ARE NOT BENEFITS ELIGIBLE OR ARE ELIGIBLE FOR LIMITED BENEFITS MAY USE EXCUSED UNPAID ABSENCE IF THEY NORMALLY WOULD BE SCHEDULED TO WORK DURING THE UNIVERSITY CLOSURE. BASED ON BUSINESS NEED, SUPERVISORS MAY AUTHORIZE THESE EMPLOYEES TO WORK ADDITIONAL HOURS PRIOR TO UNIVERSITY CLOSURE TO OFFSET THE UNPAID TIME WHEN THE UNIVERSITY IS CLOSED.

IV. Student Employees (Student Groups A, B, and C)
Student employees who normally would be scheduled to work during the University Closure may use Excused Unpaid Absence.

Student employees do not accrue paid vacation leave. Student employees must be paid contemporaneously for any hours that they work, so they may not accrue compensatory time. The supervisor may authorize additional work hours prior to the University Closure, within the guidelines for Student Employees, to offset the unpaid time during the closure. Supervisory authorization to work such additional hours shall be based on the nature of the student employee's job and the unit's need to have the extra hours of work performed. ([Student Employment Manual Section IV.A. Allowable Work Hours](https://www.fso.arizona.edu/payroll/))

**IV. Graduate Assistants/Associates**

Graduate Assistants/Associates on an academic-year appointment are not scheduled to work during the academic break, so their regular pay is not affected by the University Closure. Their rate of pay is unrelated to any additional effort outside of the Notice of Appointment and is not subject to reduction because of the University Closure.

Graduate Assistants/Associates on a fiscal-year appointment who normally would be scheduled to work during the University Closure may take Excused Unpaid Absence or the supervisor may authorize the use of paid release time to employees who have routinely worked more than their scheduled FTE or have worked excessive hours for specific periods of time throughout the year.

**VI. Payroll and Timekeeping Information**

University Closure payroll instructions and processing calendars are available at [http://www.fso.arizona.edu/payroll/](http://www.fso.arizona.edu/payroll/).