



Winter Break Reduced Operations Q&A Document

340.045 Winter Break Reduced Operations

The following pertains to Winter Break Reduced Operations in the inaugural year, 2017.

1. What period of time is covered by the winter break?

The period of winter break starts at 12:01 a.m. the day following the observed Christmas holiday and ends at midnight before the New Year's Day observed holiday.

2. I am an Administrative Service and Support benefit-eligible employee who has not yet completed the probationary period (or qualifying period) pursuant to HR-109. Does the Collected Rule and Regulation (CRR) regarding winter break apply to me?

Yes. This policy applies to regular Administrative, Service and Support employees and certain non-regular academic employees as approved by the Chancellor and President who are in positions that accrue vacation, sick and personal day leave, regardless of probationary (or qualification period) status.

3. I am funded by grant funds. Does the Collected Rule and Regulation (CRR) regarding winter break apply to me?

Yes. This CRR applies regardless of funding source.

4. I am an hourly paid, non-benefit eligible employee. Am I eligible for winter break paid leave or will I be paid if I work during winter break reduced operations?

Non-benefit eligible employees (including student employees) are not eligible for winter break paid leave (WBL/WBM). Non-benefit eligible employees (including student employees) will only be paid for hours worked and are not eligible for equivalent paid time off later.

Please note that employees should not work during the winter break without prior approval.

5. I am an hourly paid, benefit-eligible, academic employee. Will I be paid during winter break leave?

Yes. If you are not required to work during the winter break, you must use the leave code WBL to cover the time off during the period designated as winter break. You cannot carry forward any hours of winter break leave.

If you are required to work during the winter break, you will be able to carry forward the equivalent amount of winter break leave hours for use at a later date. See questions #12.

6. Does the winter break leave count towards overtime?

No. Only hours actually worked over 40 in the work week (Sunday through Saturday) are counted towards overtime.



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7. How is previously scheduled time off that falls during the winter break handled?

Except for a leave of absence, any time off during the period of winter break should be accounted for using the Time & Labor time reporting codes for eligible winter break leave. Eligible employees who are not required to work during that period should not use vacation, personal days, etc. to cover the time off even if the time off was previously scheduled.

Departmental Time Keepers will have instructions for processing the time off during winter break and will inform employees of the appropriate code to use in Time & Labor. Departmental Time Keepers should ensure that winter break leave is used to cover the time off as opposed to vacation, personal days, etc.

8. I am maxing out on my vacation accrual (or about to lose personal days) and planned to use vacation (or personal days) during the week between Christmas and New Year's Day. Can I use my vacation (or personal days) and save the winter break leave to use later?

No. If you are not required to work during the winter break, you must account for that time off using the winter break leave code. You cannot save the winter break leave to use it later.

9. Are employees eligible for shift differential if they are not required to work during the winter break?

Yes. Employees should receive applicable shift differential if the employee is normally scheduled to work an eligible shift.

10. I work in a department that was closed; however, I spent time reviewing emails and catching up on work during the winter break week. Am I able to record my hours worked and use the corresponding winter break leave time later?

No. Only employees who are required to work during the winter break are eligible to use winter break leave at a later date. Please note that non-exempt employees (i.e., hourly paid employees) should not review emails or otherwise perform work at home during the winter break without prior approval.

11. How is pay for winter break handled for employees who work nonstandard work schedules (e.g., an employee regularly scheduled to work 80 hours over a two week pay period but the hours are not evenly split over that two week period, an employee who works four 10-hour days, etc.)?

Employees are eligible for winter break leave based on their FTE and their regular work schedule. For employees who regularly work a nonstandard work schedule, winter break leave should be used to make them whole for their regularly scheduled hours that fall during the winter break.



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12. How long do I have to use the winter break leave?

If you are not required to work during the winter break, you must use the leave to cover the time off during the period designated as winter break. You cannot carry forward any hours of winter break leave.

If you are required to work during the winter break, you will be able to carry forward the equivalent amount of winter break leave hours for use at a later date. This time must be used on or before November 30 of the following year, prior to transferring to another department, or prior to separating employment (whichever comes first).

13. I was required to work during the winter break and now have hours available to use prior to November 30 of the following year; however, I have accepted a transfer to work in another department. Am I able to carry those hours with me?

No. The department that required you to work should be responsible for the hours that are carried forward. Your current department should work with you to allow you time off prior to your transfer, to the extent possible.

14. If I have hours not used but leave the University before I use them, will those hours be paid out when I terminate?

No. Any hours carried forward would be forfeited if not used before you separate from the University.

15. Are employees who are on a leave of absence (paid or unpaid) during the winter break eligible for winter break leave?

No. There was no expectation that employees on a leave of absence (paid or unpaid) would be available to work during the winter break, so they are not eligible for winter break leave.

16. Are employees who are on a layoff leave of absence (paid or unpaid) eligible for winter break leave?

No. There was no expectation that these employees would be available to work during the winter break, so they are not eligible for winter break leave.

17. What if I am required to work during the winter break but I am sick during that time?

Employees who are designated to work during the winter break period and call in sick should use available applicable leave, other than WBL/WBM, to cover that time off. They will not be allowed to carry forward any hours of winter break leave for the hours they did not actually work.

18. If I am out on FMLA during the winter break, will that time off be covered by winter break leave?

No. An employee who is out on FMLA during the winter break is not eligible for winter break leave. That time may be paid using available applicable leave, other than WBL/WBM, to cover that time off as allowed by policy.



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19. If I am out on FMLA, does the period of winter break count against my weeks of eligible FMLA leave?

No. Per FMLA regulations, a week of closure does not reduce an employee's FMLA leave entitlement.

20. How are employees paid who are separating employment (not including retirement) during the winter break?

Employees are eligible for paid winter break leave if their last day worked falls during the winter break. In no case should they be paid for any days that fall after their scheduled last day worked.

21. Are employees who are retiring and are on vacation pay out (VPO) leave of absence during the winter break eligible for winter break leave?

No. There was no expectation that these employees would be available to work during the winter break, so they are not eligible for winter break leave

22. How does the winter break impact the retirement date for employees who have submitted a Notice of Intent (NOI) to retire?

The official date of retirement could be impacted if the employee has any planned vacation accrual usage during the winter break reduced operations. Employees who require a 2017 effective date of retirement due to 1/1/18 changes to retiree insurance eligibility, may consider submitting the vacation waiver agreement in order to ensure the winter break closure does not extend the effective date of retirement beyond 12/31/2017.

For questions about the waiver and to find out if you are eligible, please contact a UM System Office of Human Resources retirement specialists at retirement@umsystem.edu or 573-882-2146. You may also contact your campus HR Generalist.

Please keep in mind, the UM System Office of Human Resources will be closed as a result of the winter break reduced operations. Please plan accordingly.

23. Will the winter break period and the associated pay occur every year?

The winter break has been adopted pursuant to a Collected Rule and Regulation of the University of Missouri. Therefore, it will continue in the future unless there is board action to revise the Collected Rule and Regulation.

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