**Memorandum**

TO:              USG Staff

FROM:        The Office of Human Resources

DATE:         December 18, 2020

SUBJECT:  Administrative Leave – December 23rd and 24th

In addition to the state holiday granted by Governor Hogan for Thursday, December 24, 2020, on behalf of the Executive Director, Dr. Khademian, I am pleased to inform you that USG campus will be closed on Wednesday December 23, 2020. All regular/contingent II faculty and staff will be on Administrative Leave both December 23 and 24.

Essential staff must follow directions from their supervisor. If required to work, essential employees will receive compensatory time or additional pay for the portion of their regularly scheduled shift that is covered by the campus closure on December 23 and 24, 2020, in addition to their hours worked. This shall be in accordance with the employee's overtime payment status and relevant personnel policy on work hours and overtime.

Please note that a total of 16 hours of Administrative Leave will be populated on the PHR timesheets and Faculty Leave Records for all full-time regular and contingent II staff and faculty for December 23 and 24, 2020. There may be employees who have previously requested to be on Annual Leave or other paid leave on December 23 and/or 24, 2020. Those employees will not be required to charge the pre-approved leave on those days. If paid leave has already been recorded on the time/leave record, it should be removed and replaced with administrative leave. However, employees who are in an unpaid leave status on the prior scheduled workday are ineligible for to Administrative Leave, pursuant to applicable USM policies.

Any bargaining unit staff member who has a professional development day scheduled on December 23 or 24, 2020, should contact Staff Relations at 301-405-0001 to reschedule. Finally, please note that Thursday, December 24, 2020, will continue to be a State of Maryland payday.

As always, should you have any questions or concerns, please do not hesitate to contact the Office of Human Resources.

Have a wonderful holiday!

~ Nitshu

**Nitshu Joshi, M.P.S.**
Senior Coordinator
Office of Human Resources

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