



## The Universities AT SHADY GROVE

To: USG Staff  
From: Office of Human Resources  
Date: March 02, 2021  
Subject: 2021 Spring Break Holidays

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The University of Maryland, College Park (UMCP) Spring Break holidays this year are:

- Monday, March 15<sup>th</sup>
- Tuesday, March 16<sup>th</sup>
- Wednesday, March 17<sup>th</sup> (**Election Day holiday observed**)

On behalf of the Executive Director, Dr. Anne Khademian, we would like to thank you all for your input and good feedback regarding Spring Break. Considering the proximity to Spring Break we have decided to proceed with our current practice of **remaining open normal spring semesters hours these three days** (as well as the weekends and weekdays before and after). Staff will have the opportunity to use these leave days on a late date as outlined below. Please know that we are planning to revisit this for next year in hopes of at least one guaranteed spring break day in the future.

USG departments should ensure that their unit are open during the spring break; however, staffing can be minimal. We recognize that some staff may have already made plans for these days and others might actually prefer to take their holidays at another time (for example, during the public-school spring break holiday or around Memorial Day). Managers, please be considerate of your staff's plans when setting work schedule for those three days. A student or C1 employee might actually want to work those three days as they do not earn holidays and would therefore not be paid if they do not work.

Managers, please use the following instructions when completing and approving timesheets:

- **For all employees:**
  - Employees hired after 11/03/2020 will need to use one day of Annual Leave or Personal Leave to cover the Spring Break holiday on March 17, 2021 that was earned on Election Day, or may not work that day.
- **For Exempt Employees:**
  - If an exempt employee works on a University holiday, the exempt employee may use the holiday hours in the future (with supervisor approval). **Delayed holiday leave must be used within a 90 day period.**

- Holiday leave hours should be changed on the exempt employee's timesheet to reflect the actual day taken off.
- **For Nonexempt Employees:**
  - Nonexempt employees who are **required** to work on a holiday may **either** request a substitute holiday (to be taken within 90 days) **or** may earn both the holiday hours plus time worked, plus overtime.
  - If a nonexempt employee is required to work and **requests** a substitute holiday then only the **hours worked** should be recorded on timesheet and the **holiday hours** should be removed from the timesheet and re-entered when the substitute holiday is taken.
  - If an employee is required to work and **does not** request a substitute holiday, **both** the hours worked and holiday hours should be recorded on the timesheet for the day (e.g. for a full-time employee, 8 hours of holiday hours plus 8 hours of time worked would be recorded as 16 hours total for that day. At least 8 hours of overtime pay would automatically be calculated for that week, in addition to any other overtime worked). This shall be in accordance with the employee's overtime payment status and relevant personnel policy on work hours and overtime.
  - As always, an employee earning overtime may choose to earn the overtime as either pay or comp time.

Should you have any questions or concerns, please contact the [Office of Human Resources](#).