



To: USG Staff
From: Office of Human Resources
Date: March 03, 2021
Subject: 2022 Spring Break Holidays

Dear Colleagues,

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

- Monday, March 21st
- Tuesday, March 22nd

As has been our practice the last few years, and because so many of our partners hold classes and events during this time, the Universities at Shady Grove (USG) will be open normal spring semester hours these two days (as well as the weekends and weekdays before and after). USG departments should ensure that their units 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 a work schedule for those two days. A student or CI employee might actually want to work those two 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 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 Non-Exempt Employees:

- Non-exempt 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, which may result in overtime.
- If a non-exempt employee is required to work and **requests** a substitute holiday then only the **hours worked** should be recorded on the 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). Overtime shall be in accordance with the employee's overtime payment status and relevant personnel policy.
- 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 do not hesitate to contact the [Office of Human Resources](#).

Regards,

Nitshu