



Memorandum

TO: USG Staff
FROM: The Office of Human Resources
DATE: December 22, 2021
SUBJECT: Administrative Leave Reminder & Leave Usage Updates

Dear Colleagues,

This communication serves as a reminder for the upcoming administrative leave for December 23rd and provides information on the winter break leave usage.

Administrative Leave for December 23, 2021

As [announced](#) by President Pines, in recognition of the continued commitment of staff and faculty, Thursday, December 23, 2021, will be an Administrative Leave day for all regular and contingent II staff and faculty. Hourly employees (contingent I and student staff) are not eligible for administrative leave and should not work during campus closure.

Reminders and Tips:

- Some “Essential” staff may be expected to report to work as usual.
- A total of 8 hours of Administrative Leave will be populated on PHR timesheets and Faculty Leave Records for all full-time regular and contingent II staff and faculty for December 23. For part-time employees, supervisors should record the appropriate hours based on the employee’s schedule.
- Employees who have previously requested Annual Leave or other paid leave on December 23 will not be required to charge the pre-approved leave on that date.
- Please note the annual leave carry-over deadline is January 1, 2022. Please see the [special carry-over rules](#) for more information.
- Any bargaining unit staff member who has a professional development day scheduled on December 23 should contact UHR Staff Relations at 301.405.0001 to reschedule.

Winter Break Leave Usage

As in previous years, all leave eligible employees will have holiday leave systematically populated on their PHR Time or Leave records to the extent that your current holiday leave

balance is sufficient to cover the Winter Break. This Holiday leave is a combination of University Holidays that are awarded during the winter break pay period and holidays carried forward from previous calendar year holidays that were earned but not observed, and held in reserve, until the Winter Break. You can find a listing of recorded holidays for the Winter Break below.

Please keep in mind, if you began employment after any of those "earned but not observed" holidays during the current calendar year as outlined below, you must record your own annual or personal leave for the Winter Break. Additionally, the PHR system will not pre-populate holidays systematically if your full-time equivalency (FTE) is less than 100% or if you have multiple PHR appointments.

[View the complete Holiday Calendar](#)

During the 2021 Winter Break, Holiday Usage Is as follows:

Holiday	Holiday Earned	Holiday Observed
Christmas Day	December 25, 2021	December 24, 2021
President's Day	February 15, 2021	December 27, 2021
Columbus Day	October 11, 2021	December 28, 2021
Veterans Day	November 11, 2021	December 29, 2021
Winter Break (University Holiday)	December 30, 2021	December 30, 2021
New Year's Day	January 1, 2022	December 31, 2021

Should you have any questions, please do not hesitate to contact the [Office of Human Resources](#).

Happy Holidays and enjoy your Winter break!!

Regards,

Nitshu

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