



Memorandum

TO: USG Staff
FROM: The Office of Human Resources
DATE: December 17, 2021
SUBJECT: Administrative Leave for December 23, 2021

Dear Colleagues,

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.

Some "Essential" staff may be expected to work as usual. Essential staff must follow directions from their supervisor. If eligible, essential employees who are required to work will receive compensatory time or additional time for the portion of their regularly scheduled shift that is covered by the campus closure on December 23, 2021, in addition to their hours worked, in accordance with the employee's overtime payment status and relevant personnel policy on work hours and overtime.

A total of 8 hours of Administrative Leave will be populated on PHR timesheets for all full-time regular and contingent II staff and faculty for December 23. There may be employees who have previously requested to be on Annual Leave or other paid leave on December 23, 2021. They will not be required to charge the pre-approved leave on that date. 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 their prior scheduled workday are ineligible for this Administrative Leave, per USM policy. In addition, 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. Finally, please note that Thursday, December 23 is a State of Maryland payday.

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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