



Memorandum

TO: USG Staff
FROM: The Office of Human Resources
DATE: June 02, 2021
SUBJECT: Administrative Leave for June 18th in observance of Juneteenth

Dear Colleagues,

As previously announced in the [memorandum](#) from April 1st, the University is granting Administrative Leave for Friday, June 18, 2021, in observance of Juneteenth, a day which commemorates the end of slavery in the United States—two and a half years after President Lincoln’s Emancipation Proclamation.

Some “Essential” staff may be expected to report to work as usual. Non-exempt essential employees who work will receive compensatory time or additional pay for the portion of their regularly scheduled shift covered by the campus closure on June 18, 2021, 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.

PHR timesheets will be pre-populated for Friday, June 18, 2021 (8 hours) for all full-time regular and contingent II employees. For part-time employees, supervisors should record the appropriate hours based on the employee’s schedule. Hourly employees (Contingent I and student staff) are not eligible for administrative or other paid leave and should not work during campus closure.

There may be employees who have previously requested to be on Annual Leave, or other paid leave on Friday, June 18, 2021. Those employees will not be required to charge the pre-approved leave on those days. However, employees who are in an unpaid leave status on their prior scheduled workday and who are not required to work on June 18 are not eligible for this Administrative Leave.

Any bargaining unit staff member who has a professional development day scheduled on June 18 should contact Staff Relations at 301.405.0001 or USG Office of Human Resources to re-schedule.

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

Regards,
Nitshu

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