



Memorandum

TO: USG Staff
FROM: The Office of Human Resources
DATE: November 22, 2021
SUBJECT: Administrative Leave for November 24, 2021

Dear Colleagues,

As [announced](#) by President Pines and Provost Rice, in recognition of the continued resilience and extraordinary efforts made by faculty and staff during the pandemic, Wednesday, November 24, 2021 will be an Administrative Leave day for all regular/contingent II faculty and staff. 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 November 24, 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 November 24. There may be employees who have previously requested to be on Annual Leave or other paid leave on November 24, 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.

Any bargaining unit staff member who has a professional development day scheduled on November 24 should contact UHR Staff Relations at 301.405.0001 to reschedule. Finally, please note that Wednesday, November 24 is a State of Maryland payday.

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

Wish you all a very Happy Thanksgiving break! If you are traveling, please be safe.

Regards,

Nitshu

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