



## Memorandum

TO: USG Staff  
FROM: The Office of Human Resources  
DATE: June 8, 2022  
SUBJECT: Encouraging Summer Flexibility - Guidance for Supervisors

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Dear Colleagues,

**Juneteenth** is a day of celebration and reflection that commemorates the end of slavery in the United States - two and a half years after President Lincoln's Emancipation Proclamation. Juneteenth will be commemorated as a federal and state holiday this year on Monday, June 20, and as such, USG and all USM campuses will be closed that day.

PHR timesheets will be pre-populated with holiday leave for Monday, June 20, 2022 (8 hours) for all full-time regular and contingent II employees. Hourly employees (Contingent I and student staff) should not work during campus closure.

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 20, 2022, 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.

In Montgomery County, there will be a number of special Juneteenth events throughout the next weekend. You can find a listing of those activities here on the "Visit Montgomery" tourism website.

Should you have any questions or concerns, please contact the Office of Human Resources.

Have a wonderful weekend! Regards,

Nitshu

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