



The Universities AT SHADY GROVE

To: USG Staff
From: Office of Human Resources
Date: February 8, 2019
Subject: 2019 Spring Break Holidays

The UMCP Spring Break holidays this year are:

- Monday, March 18th
- Tuesday, March 19th
- Wednesday, March 20th (Election Day holiday observed)

As has been our practice the last few years, and because so many of our partners hold classes and events during this time, **the Universities at Shady Grove will be open normal spring semester hours these three days** (as well as the weekends and weekdays before and after). USG departments should ensure that their units are open; however, staffing can be minimal. We do expect the volume and activity to be below normal, but there still will be activity here those three days.

We recognize that some staff may have already made plans for these days and others might actually prefer to take their holidays at another time (for example, during the public school spring break holiday or around Memorial Day). A student or C1 employee might actually want to work those three days as they do not earn holidays and would therefore not be paid if they do not work. Managers, please be considerate of your staff's plans when setting work schedule for those three days.

Managers, please use the following instructions when completing and approving timesheets:

- **For all employees:**
 - Employees hired after 11/06/2018 will need to use one day of Annual Leave or Personal Leave to cover the Spring Break holiday on March 20, 2019 that was earned on Election Day, or may not work that day.
- **For Exempt Employees:**
 - If an exempt employee works on a University holiday, the exempt employee may use the holiday hours in the future (with supervisor approval). **Delayed holiday leave must be used within a 90 day period.**
 - Holiday leave hours should be changed on the exempt employee's timesheet to reflect the actual day taken off.

- **For Nonexempt Employees:**

- Nonexempt employees who are **required** to work on a holiday may **either** request a substitute holiday (to be taken within 90 days) **or** may earn both the holiday hours plus time worked, plus overtime.
- If a nonexempt employee is required to work and **requests** a substitute holiday then only the **hours worked** should be recorded on timesheet and the **holiday hours** should be removed from the timesheet and re-entered when the substitute holiday is taken.
- If an employee is required to work and **does not** request a substitute holiday, **both** the hours worked and holiday hours should be recorded on the timesheet for the day (e.g. for a full-time employee, 8 hours of holiday hours plus 8 hours of time worked would be recorded as 16 hours total for that day. At least 8 hours of overtime pay would automatically be calculated for that week, in addition to any other overtime worked).
- As always, an employee earning overtime may choose to earn the overtime as either pay or comp time.

Should you have any questions or concerns, or need assistance with staffing plans for your service center or with completing timesheets to reflect these changes, please contact the [Office of Human Resources](#) at x6032 or x6114.