



The Universities AT SHADY GROVE

To: USG Staff
From: Office of Human Resources
Date: February 10, 2020
Subject: 2020 Spring Break Holidays

The UMCP Spring Break holidays this year are:

- Monday, March 16th
- Tuesday, March 17th

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 two days** (as well as the weekends and weekdays before and after). USG departments should ensure that their units are open; however, we do expect the volume and activity to be below normal during those two 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 want to work those two 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 schedules for those two days.

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

- **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.