



HEALTH SCIENCE CENTER

HR Procedure Early Closing – Recordkeeping

I. Early Closing Due to Declared Holiday

- A. An additional holiday may be declared by the Governor. This should be treated as any other holiday. All employees who are eligible for holidays should receive the same number of holiday hours, proportional to percent effort.
- B. For record-keeping purposes, a day of mourning declared by the Governor will be treated as a declared holiday.
- C. Guidelines:
 - 1. Vacation: Employees on vacation should have vacation credit equal to the amount of holiday time restored to their balances.
 - 2. Sick Leave/Sick Leave Pool: Employees on sick leave should have sick leave credit equal to the amount of holiday time restored to their balances.
 - 3. Flex Time: Employees not scheduled to work because of a flex schedule should receive compensatory time equal to the number of hours declared as holiday. Those working a flex schedule receive the same number of holiday hours as other employees. For example, if a normal workday is declared a holiday (8 hours), an employee who is scheduled to work 7.5 hours that day will have a half hour of additional holiday time to use another day. An employee who is scheduled to work 9 hours that day will need to work an extra hour that workweek or take an hour of vacation or comp time.
 - 4. Budgeted Part-Time: Employees not scheduled to work because of a part-time schedule should receive compensatory time equal to the number of hours declared as holiday (proportional to percent effort), if eligible for holidays.
 - 5. Student Workers/Temporary and Other Wage Employees: These employees are not eligible for holidays and should be paid only for time worked. They should not receive any compensatory time. (An exception is when an employee has been transferred to wages before termination to accommodate budgeting of his/her replacement.)
 - 6. Leave without pay: Employees on leave without pay should not be paid for the holiday time.

II. Early Closing Due to Early Release

- A. Early release occurs when the Chancellor or his designee closes System offices, or the Governor closes state offices, early on the day before a holiday or on any other day or part of a day.
- B. Guidelines:
 - 1. Vacation: Employees on vacation should have vacation credit equal to the amount of release

time restored to their balances.

2. Sick Leave/Sick Leave Pool: Employees on sick leave should have sick leave credit equal to the amount of release time restored to their balances.
3. Flex Time: Those not scheduled to work because of a flex schedule should receive comparable additional time off. Those working a flex schedule receive the same amount of release time as other employees. For a half-day (4-hour) early release, an employee who is scheduled to work fewer than 4 hours that day will have additional release time to use another time. An employee who is scheduled to work more than 4 hours that day will need to work the extra time within that workweek or take vacation or comp time.

The following examples assume an early release beginning at 1 p.m. Those working a normal work schedule of 8 a.m. to 5 p.m. would leave at noon because they would receive the lunch hour plus four hours of release time. Assuming everyone left at noon, here's how those with various flexible schedules would be affected. Those who "owe" time can work later on the release day, make up the time another day within the same workweek, or use vacation or compensatory time to cover those hours.

Flexible schedule	Scheduled hours that day	# hours scheduled to work after noon	Comp time owed to employee	Additional time employee owes
7:30 – noon; 12:30 – 5:00	9 hours	4.5 hours	0 hours	.5 hours
7:30 – 1:30	6 hours	1.5 hours	2.5 hours	0 hours
7:45 – noon; 12:30 – 4:15	8 hours	3.75 hours	.25 hours	0 hours
8:15 – noon; 12:30- 4:45	8 hours	4.25 hours	0 hours	.25 hours
8:15 – 11:30; noon – 4:45	8 hours	4.75 hours	0 hours	.75 hours
7:30 – noon; 12:30 – 4:00	8 hours	3.5 hours	.5 hours	0 hours

4. Budgeted Part-Time: Those not scheduled to work because of a part-time schedule should not receive any additional time off. Part-timers who are working at the time of release should be allowed to leave and should receive pay for all scheduled hours that day.
5. Student Workers/Temporary and Other Wage Employees: These employees should be allowed to leave and should be paid only for hours actually worked that day. They should not receive any paid time off. (An exception is when an employee has been transferred to wages before termination to accommodate budgeting of his/her replacement.)
6. Leave without pay: Employees on leave without pay should not be paid for the early release time.

III. Early Closing Due to Emergency Leave

- A. Emergency leave: Emergency leave may be declared when the Chancellor or his designee

closes the Health Science Center and/or HSC offices or the Governor closes state offices. The Chancellor or other executive may close HSC offices for a partial or full day(s) due to inclement weather, poor travel conditions, power outages, fire, bomb threats or other emergencies. The Governor may close all state offices for a partial or full day for a state or national emergency.

B. Guidelines:

1. Vacation: No vacation time should be restored for an emergency leave.
2. Sick Leave/Sick Leave Pool: No sick leave time should be restored for an emergency leave
3. Flex Time: Those not scheduled to work because of a flex schedule should not receive any additional time off. Those scheduled to work will receive emergency leave for all remaining scheduled work hours.
4. Budgeted Part-Time: Those not scheduled to work because of a part-time schedule should not receive any additional time off. Part-timers who are working at the time of release should be allowed to leave and should receive pay for all scheduled hours that day. Those scheduled to work on a day when the office is closed the full day should be paid for the scheduled hours.
5. Student Workers/Temporary and Other Wage Employees: These employees should not be paid for any time not worked and should not receive any compensatory time. (An exception is when an employee has been transferred to wages before termination to accommodate budgeting of his/her replacement.)
6. Leave without pay: Employees on leave without pay should not be paid for the emergency leave.

IV. Timekeeping

None of these incidents must be recorded in LeaveTraq, but they may be recorded in LeaveTraq at the department head's option. However, in cases where vacation or sick leave is restored, the restoration must be entered in LeaveTraq by the departmental LeaveTraq administrator. Any compensatory time awarded also must be entered in LeaveTraq.

Declared holidays should be coded on timesheets as Holidays. Early releases should be coded as Miscellaneous Leave, and emergency closings should be coded as Emergency Leave. A Governor-declared day of mourning should be coded as Emergency Leave, although it is treated as a declared holiday.

V. Employees required to work

Employees who are required to work because their duties must be performed or because a skeleton crew is needed will be given a comparable amount of state compensatory time. A skeleton crew provides basic services, such as answering the telephone and taking care of immediate needs.

VI. Guidelines At A Glance:

Category	Declared Holiday ¹	Early Release	Emergency Leave
Vacation	Vacation credit equal to the amount of additional time off should be restored to vacation balances		Vacation credit should not be restored
Sick leave	Sick leave credit equal to the amount of additional time off should be restored to sick leave balances		Sick leave credit should not be restored
Flex—not scheduled to work at time of event	Should receive compensatory time equal to the amount of additional time off		Should not receive any compensatory time
Flex—scheduled to work at time of the event	Should receive the same amount of additional time off as other employees		Should receive emergency leave for all remaining scheduled hours
Part-time—not scheduled to work at time of event	Should receive compensatory time equal to the number of hours declared as holiday (proportional to percent effort)	Should not receive any compensatory time	
Part-time—scheduled to work at time of event	Should receive additional time off equal to the number of hours declared as holiday (proportional to percent effort)	Should receive pay for all scheduled hours that day	
Student/wage	Should not receive pay or comp time for any hours not worked		
Leave without pay	Should not receive pay or paid time off		
Employees required to work (skeleton crew)	Should receive compensatory time equal to the amount of additional time off		
Timesheets	Coded as holiday, except day of mourning coded as emergency leave	Coded as miscellaneous leave	Coded as emergency leave
LeaveTraq	Enter restored vacation, restored sick leave and compensatory time		

¹ For record-keeping purposes, a day of mourning declared by the Governor will be treated as a declared holiday.