

During the annual winter recess period staff may use the following arrangements as applicable for leave reporting or alternative work assignments for scheduled work days.

Employees should inquire of their supervisors if their offices will be closed and to ask for approval to use leave time.

Use of Leave or Compensatory Time

Unclassified professional staff (UPS), fiscal year academic/faculty and university support staff (USS) employees who are not required to and do not wish to work on December 27 through January 2 may use accumulated vacation or if eligible compensatory time and holiday compensatory time.

Leave Without Pay

With the permission of the unit head, non-exempt and exempt employees may also use leave without pay. Exempt staff cannot use leave without pay in anything less than full work day increments.

Voluntary Leave Without Pay Program

Eligible employees who plan to be away from work for a minimum leave of one pay period (2 weeks) or more may wish to take advantage of the Voluntary Leave Without Pay for Staff in Regular Positions program. (See the leave request form on the Human Resources and Equal Opportunity (HR/EO) website at http://www.hreo.ku.edu/policies_procedures/leaves_holidays/voluntary_leave). Approved voluntary leave without pay on the workdays immediately before and after the holidays of December 26, 2011 and January 2, 2012 will not result in the loss of pay for those holidays.

Use of Discretionary Holiday

Employees who have accrued a 2011 discretionary holiday must take that holiday on/by Friday, December 23, 2011, or it will be forfeited. Those eligible for the 2012 discretionary holiday may begin to report its use during the pay period that begins on Sunday, December 25, 2011.

Alternative Work Arrangements

Some employees may not wish to use their accumulated vacation or compensatory leave during this period. Anyone whose department will be closed but who wishes to work during this period may be temporarily reassigned. HR/EO Employment (864-4946 or employ@ku.edu) will attempt to match those wishing to work with units needing help. Interested employees should call by early December for reassignment. Departments that will need help should also call by that time.

Additional Resources

Holiday Listing: www.hreo.ku.edu/benefits_pay/leaves_holidays/holiday_listing

Guide to Eligibility for and Reporting of Holidays: www.hreo.ku.edu/files/documents/Holiday_report_guide.pdf

Discretionary Holiday Policy: documents.ku.edu/policies/hreo/DiscretionaryDay.htm

Winter Recess and Academic Break Planning Memo: www.provost.ku.edu/memos/20111102.shtml

Voluntary Leave Without Pay Program: www.hreo.ku.edu/policies_procedures/leaves_holidays/voluntary_leave

Voluntary Leave Without Pay Request Form: http://www.hreo.ku.edu/files/documents/vol_leave_form.xls