

TO: All Staff
FROM: Payroll and Human Resources
SUBJECT: Holiday & College Closure
DATE: December 5, 2018

The College will be closed December 24th through January 1st as follows:

- December 24th, 25th, 26th, and January 1st are paid holidays for full-time staff.
- December 27th, 28th, and 31st are College closure days.

FULL-TIME NON-EXEMPT EMPLOYEES: An employee may choose to submit a total of 3 days (24 hours) of leave, typically, vacation, earned compensatory time (comp time), or take leave without pay* during the College closure. Those who choose to take time off without pay will have vacation, sick, and retirement accruals prorated accordingly. Employees may also submit other types of leave including sick, military, community engagement and funeral leave in accordance with College policy.

Employees choosing to use their available comp time or vacation can submit those hours using the traditional methods through Banner web time entry and/or department time entry.

FULL-TIME EXEMPT EMPLOYEES: An employee may choose to submit a total of 3 days (24 hours) of leave, typically, vacation or take leave without pay*. Exempt employees do not earn or have comp-time. Those who choose to take time off without pay will have vacation, sick and retirement accruals prorated accordingly. Employees may also submit other types of leave including sick, military, community engagement and funeral leave in accordance with College policy.

**For those who have time available but choose to take the time off without pay the Payroll Office is providing a special form. (SEE ATTACHMENT)*

HOLIDAY LEAVE WITHOUT PAY FORM must be returned to the Payroll Office no later than DECEMBER 14th, 2018.

Employees who have not accrued sufficient vacation or earned comp time (for full-time non-exempt) to cover the closure days, must submit hours using the traditional methods. The system will automatically use any available vacation or comp time; the remainder will be without pay. Accruals will be prorated accordingly.

SLCC will not be open for regular business operations during the holiday closure; however, essential College events or sponsored functions may be scheduled, which would obligate the College, or certain buildings at the College, to remain open. The intent of the College is to be closed; however, supervisors may require an employee to work to support these activities. Some departments have shift work and will need to continue these shifts. Leave time would only be submitted if the employee did not work an 8 hour day for each day (27th, 28th, and 31st).

For employees, **part-time included**, who are pre-approved to work during the College closure and holidays, please follow the time entry guidelines that will be issued on January 2nd.

References: Section 5.04 Overtime Pay, Section 4.04 Holiday Leave, Section 3.04 Hours of Work/Telephone Coverage.

WITH THE COLLEGE CLOSURES AND ONE DAY PAYROLL, IT IS IMPERATIVE THAT ALL TIME AND APPROVALS ARE COMPLETED BY THE END OF DAY ON JANUARY 2, 2019.

All the best to you and yours this holiday season and thanks for a wonderful year.