

Approved By	Approval Date	Effective Date	Related ISU Policies
Diann McKee Senior Vice President for Finance & Admin/Treasurer			Policy 525 Winter Recess

PROCEDURES RELATED TO ADMINISTRATION OF PAY DURING WINTER RECESS

PURPOSE:

The University calendar includes a Winter Recess period during which time most University offices will be closed. Each vice president will determine which operations and offices must remain open. The winter recess period begins the weekday before the Federal recognized Christmas holiday and includes the four traditional workdays (winter recess) that occur after. For continuous shift operations (Public Safety and Power Plant), scheduled shifts that occur on non-traditional week days (weekends) may be included as winter recess days in equalizing time off. In addition, the University recognizes the New Year's Day holiday after winter recess.

PROCEDURES:

1. Winter recess applies to benefits-eligible staff members. Part-time staff who are eligible for benefits will receive compensation on a pro-rata basis.
2. Work during the winter recess period must have approval from the appropriate vice president.
3. In order to receive winter recess pay, employees must be in pay status the last workday prior to winter recess and in pay status the first workday following winter recess. For employees who terminate employment during the winter recess period, vacation cannot be used to extend the termination date. An employee must actually work the last day of employment.
4. Most University employees work on a Monday through Friday schedule. For these employees, when a holiday falls on a non-workday, Saturday, or Sunday, the holiday usually is observed on Monday (if the holiday falls on Sunday) or Friday (if the holiday falls on Saturday).
5. For 24-hour operations, if a holiday is a scheduled day off, straight time holiday pay will be made. This holiday pay will be used in overtime calculations. The option of receiving pay for a holiday that occurs on a scheduled day off does not apply during winter recess.

6. Employees who do not work will receive 7.5 hours of pay for the days that are considered pay status days during the winter recess period. The actual pay status days will be determined annually since such days vary from year to year.
7. Employees who authorized to work during winter recess will be paid as follows:
 - a. Straight time holiday or winter recess day for regular work days, and
 - b. One and one-half times the straight time rate for all hours worked.
8. Employees who are called in for an unforeseen emergency will receive a minimum of two (2) hours pay at one and one-half times the straight time rate.
9. Employees who work on a holiday and are called back on the same holiday will receive two (2) times the base rate for all call back hours worked. Employees will receive at least two (2) hours of pay at the holiday call back rate.
10. Hours paid at a premium rate are not included in the hours worked for determining overtime.
11. A Winter Recess day is counted as a day worked for the purpose of computing overtime.

Review / Approval	Date	Details