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Policy Information

Effective Date:

May 19, 2017

Last Revised Date:

May, 2017

Policy Number:

HR-101

Responsible Unit:

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Purpose and Summary

The University observes an annual scheduled period of University Closure between the Christmas holiday and the New Year's holiday. The President or the President's designee may identify certain buildings and/or areas that will be exempt from the University Closure based on a business need to remain open.

When the University is closed, most employees do not report to work and do not receive regular pay. This policy provides appropriate compensation.

Scope

This policy applies to Appointed Personnel and Classified Staff.

Policy

I. Full-Benefits-Eligible Classified Staff and Appointed Personnel

University employees who are eligible for full benefits and are scheduled to work on a fiscal-year schedule shall receive paid University Closure Time. Employees must be in an approved paid status on the last scheduled workday before the Christmas holiday and the first scheduled workday after the New Year's holiday in order to receive University Closure Time.

Those employees required to work during University Closure shall report normal work hours and shall arrange with their supervisor to take holiday and University Closure hours before the end of the fiscal year.

II. Academic-Year Faculty

Faculty on academic-year appointments are not scheduled to work during the academic break, so their compensation is not affected by the University Closure. Their rate of pay is unrelated to any additional effort outside of the Notice of Appointment and is not subject to reduction because of the University Closure.

III. Student Workers (Student Groups B, C, and D)

Student workers do not report hours and are not paid during the University Closure. The supervisor may authorize additional work hours prior to the University Closure, within the guidelines for student workers to offset the unpaid time when the University is closed. Supervisory authorization to work such additional hours shall be based on the nature of the student employee's job and the unit's need to have the extra hours of work performed.

IV. Graduate Assistants/Associates

Graduate Assistants/Associates on an academic-year appointment are not scheduled to work during the academic break, so their regular pay is not affected by the University Closure. Their rate of pay is unrelated to any additional effort outside of the Notice of Appointment and is not subject to reduction because of the University Closure. Graduate assistants who need to work during the Winter Session are paid on supplemental compensation. They do not report hours and are not paid during the University Closure.

V. Non-Benefits Eligible and Limited-Benefits-Eligible Employees

Employees who are not benefits eligible or are eligible for limited benefits may use Excused Unpaid Absence if they normally would be scheduled to work during the University Closure. Based on business need, supervisors may authorize these employees to work additional hours prior to University Closure to offset the unpaid time when the University is closed.

Frequently Asked Questions*

For a comprehensive list of FAQs, please go to hr.arizona.edu/supervisors/leaves/university-closure-faqs [2].

Payroll and Timekeeping Information: University Closure payroll instructions and processing calendars are available at <http://www.fso.arizona.edu/payroll/> [3].

Related Information*

Relevant institutional policies include Arizona Board of Regents Policy Manual, [4] University Handbook for Appointed Personnel [5] (UHAP), the Classified Staff Human Resources Policy Manual [6]; the Graduate Assistant Manual [7], and the Student Employment Manual [8] (SEM).

Revision History*

This policy replaces University Closure Compensation effective October 14, 2002.

Source URL:

<http://policy.web.arizona.edu/employmenthuman-resources/university-closure-compensation>

Links

- [1] <mailto:hradmin@email.arizona.edu>
- [2] <http://hr.arizona.edu/supervisors/leaves/university-closure-faqs>
- [3] <http://www.fso.arizona.edu/payroll/>
- [4] <http://www.azregents.edu/board-committees/policy-manual>
- [5] <http://policy.arizona.edu/university-handbook-appointed-personnel>
- [6] <http://policy.arizona.edu/classified-staff-human-resources-policy-manual>
- [7] <http://grad.arizona.edu/funding/ga>
- [8] <http://financialaid.arizona.edu/types-aid/work-study/student-employment-manual>