

Policy Draft: Winter Break

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Policy Manager: Human Resources

0000.1 Policy Statement

This policy establishes a permanent, university-wide Winter Break period that supports employee well-being, enhances work-life balance, and ensures consistent handling of pay and operations during the break.

0000.2 Winter Break

Wright State University will close annually for a period that encompasses the observed Presidents Day Holiday (the floating holiday that the University typically observes on the last business day before the observed Christmas Day Holiday) through the observed New Year's Day holiday.

Additionally:

- If the New Year's Day Holiday falls on a Thursday, the university will also remain closed on the following Friday; and
- If the observed Presidents Day Holiday falls on a Tuesday, the university will also close on the preceding Monday

0000.3 Essential Operations

Some units must continue to operate during Winter Break to maintain essential university functions (e.g., public safety, housing, facilities, information technology, etc.).

Each unit head at the rank of Vice President, Dean or above must determine annually whether any units or personnel under their supervision are "essential" for purposes of this Policy. If so, then annually on or before December 1, they shall:

- Furnish a list of units and employees who may be required to work during Winter Break to the unit's assigned HR Business Partner.
- In consultation with Human Resources, notify the affected employees and provide other relevant information to assist the units/employees in preparing for Winter Break.

Winter Break employee schedules need not be finalized by December 1, but supervisors must endeavor to finalize and publish Winter Break schedules as soon after that date as is operationally feasible.

Decisions concerning which units are essential, which Winter Break shifts require coverage, and which employees will be assigned to cover them, are subject to ongoing review and revision based on operational needs.

0000.4 Eligibility and Pay Provisions

Closure Pay for Employees Not Required to Work

All employees scheduled to work during this period will receive Closure Pay (hourly employees) or their regular pay (salaried employees) for their normally scheduled workdays that fall within the Winter Break period.

Employees will not receive pay for those days they were not previously scheduled to work (e.g., weekends, break days, and/or regular days off) during this period.

Non-Exempt (Hourly) Employees Required to Work

Non-exempt (hourly) employees who are required to work during Winter Break will receive **both** regular pay for hours worked and Closure Pay for their normal schedule.

Because closure pay is included in the calculation of overtime, employees may choose to have any time over 40 hours in a given pay week paid or banked as compensatory time, if eligible.

Exempt (Salaried) Employees Required to Work

Exempt (salaried) employees required to work during Winter Break will receive only their regular pay for time worked during the break period. However, they should coordinate with their supervisor to identify alternate time off, where appropriate. This additional time is not guaranteed and may not be 'banked' and/or used hour-for-hour to avoid issues under the Federal Fair Labor Standards Act (FLSA).

Employees on Approved Leave

Employees on pre-approved leave (e.g., parental leave, FMLA, or other approved medical leave) will continue to use the applicable leave type during the closure period.

Closure Pay will not substitute for previously-approved leave.

Employees Who Elect to Work

Employees who are not required to work, but choose to do so—whether in person or remotely—will receive regular pay only for that time. They will not receive additional closure pay or additional time off.

Employees Covered by a Collective Bargaining Agreement

Employees that are covered by a collective bargaining agreement should consult their respective agreement and/or relevant Memorandum of Understanding (MoU) to determine their eligibility and pay expectations for the Winter Break period.

0000.5 Affiliated Entities, Grants and Other Special Circumstances

Entities such as the Dayton Regional STEM School (DRSS) and other units that operate schedules different than that of the university academic calendar may have alternate requirements and procedures. Any such alternate plan must be approved by Human Resources.

0000.6 Administration of Pay

Closure Pay will be processed through the university's payroll system consistent with procedures used for other closures (e.g., inclement weather).

This policy will be reviewed periodically by Human Resources to ensure continued alignment with related leave, pay, and holiday policies. Further guidance and information can be found on the Winter Break website.

0000.7 Procedures

The Policy Manager is authorized to establish and enforce procedures to aid in the administration of this Policy. The procedures shall be in writing and linked from the Resources section below.

Related Policies

Policy 8310: Holidays

Policy 8410: Vacation

Policy 8420: Sick Leave

Policy 8430: Leaves of Absence

Policy 13220: Emergency Closing Procedures