

WINTER SCHEDULE FREQUENTLY ASKED QUESTIONS

NOVEMBER 30, 2020 — JANUARY 15, 2021

1. What is the EKU Winter Schedule?

Beginning November 30, 2020, and ending January 15, 2021, **ALL** University campuses will transition to a revised Winter Schedule. The core hours of operation for the University will be **7:30 AM – 5:00 PM, Monday – Thursday, with a 30-minute lunch period. All University campuses will be CLOSED on Friday.** The Winter Schedule will, however, be suspended during the previously announced University closure for Winter Break (see Question 2 below for additional information). The **Winter Schedule will not alter any previously announced holiday time off or EKU time off.** As a result, sustainability time will be suspended from December 13, 2020 through January 2, 2021.

Recognizing that some departments and individuals are required to operate outside of normal University business hours, supervisors/department heads will be permitted to adjust the work schedule at their discretion to meet the needs of the department and the University.

Employees should consult their supervisors and EKU Human Resources for questions about schedule adjustments and time/leave reporting.

2. What is the duration of the modified Winter Schedule?

Monday, November 30, 2020 – Friday, January 15, 2021. Normal University business hours resume Saturday, January 16, 2021. The Winter Schedule will be suspended from Sunday, December 13, 2020, through Saturday, January 2, 2021, relating to the University's previously announced closure for Winter Break from Wednesday, December 16, 2020, through Friday, January 1, 2021. **During the University's closure for Winter Break period, please report time as you ordinarily do during Winter Break.**

3. What are the University core business hours during the Winter Schedule?

Monday — Thursday, 7:30 AM – 5:00 PM, with a 30-minute lunch
Friday — Closed

4. Do I have to report to campus to participate in the Winter Schedule?

No. If you are an employee who has arranged to work remotely at this time, you do not need to resume working on-campus in order to participate in the Winter Schedule. **The remote work arrangements, policies, and procedures that have been implemented during the COVID-19 pandemic will stay in place until the University states otherwise.** The Winter Schedule is a temporary modification of the University's core hours.

5. Who is affected by the modified Winter Schedule?

All full-time and part-time benefited employees on all campuses are impacted. Some departments and individuals, however, are required to operate outside of normal University business hours. Please consult your supervisor concerning any adjustments to your winter schedule. Additionally, some employees on certain types of leave (FMLA, CARES, etc.) might not be subject to the Winter Schedule depending on their individual situations. Those employees must contact Human Resources to discuss these individual situations so that proper time reporting instruction, etc., can be provided.

6. What if these hours are not conducive to my department?

Supervisors may adjust work schedules based on departmental need which may include not participating in the Winter Schedule.

7. What if I am unable to meet the new Winter Schedule; can I request to adjust my schedule?

Consult with your supervisor.

8. I am a supervisor having trouble adjusting my staff's schedules, what do I do?

Please contact your HR Business Partner for guidance.

9. Will the Winter Schedule result in reduced or additional pay?

No.

10. I am a full-time hourly worker, how will I enter my time during Winter Schedule?

- If you are a **7.5 hour employee**, you may enter up to 1.5 hours of Winter Schedule time per week.
- If you are an **8+ hour employee**, you may take up to 2 hours of Winter Schedule time per week.

Example: 7.5 hour per day employee

During the academic year, employee works 37.5 hours per week. On the Winter Schedule, and assuming work during core hours, the employee would report as follows:

Report actual hours worked Monday – Thursday = **36 hours (9 hours per day)** + **1.5** winter schedule time on Friday to equal **37.5** for the week.

Example: 8 hour per day employee

During the academic year, employee works 40 hours per week. On the Winter Schedule, and assuming work during core hours, the employee would report as follows:

Report actual hours worked Monday – Thursday = **38 hours (9.5 hours per day)** + **2** winter schedule time on Friday to equal **40** for the week.

11. What if I work all of my regularly scheduled hours?

If an employee works all of their regularly scheduled hours, and is unable to implement or utilize the modified Winter Schedule, the employee is not eligible for Winter Schedule time. In those circumstances a 37.5 hour employee works 37.5 hours or more in the given week, and a 40 hour employee works 40 hours or more in a given week.

12. I am an exempt (salaried) employee — how does this Winter Schedule impact what I enter on my leave report?

Exempt employees should only enter leave time such as sick or vacation during the core business hours. Employees on certain types of leave (FMLA, CARES, etc.) must contact Human Resources to discuss their individual situations so that proper time reporting instruction, etc., can be provided, as the Winter Schedule may be inapplicable to them depending on individual circumstances.

13. Can I accrue or carry over Winter Schedule time into another week?

No, Winter Schedule time cannot be accrued or carried over into the next week or any other week. Employees cannot save or bank Winter Schedule hours for use in the future.

14. Can I use Winter Schedule time in increments?

No, Winter Schedule time may only be used on one day per week to fulfill the remainder of the academic schedule (not to exceed 1.5 or 2 hours of sustainability time).

Example: 7.5 hour per day employee

During the academic year, employee works 37.5 hours per week. On the Winter Schedule, if the employee works over the core winter business hours of 36 hours, such as 36.5 hours in a week, the employee would report as follows:

Report actual hours worked:

Monday – Wednesday = **27 hours** (9 hours per day)

Thursday = **9.5 hours** (worked ½ hour over core business hours)

Friday = + **1-hour** winter schedule time*

To equal **37.5 hours** for the week.

*The remaining ½ hour (of the 1.5 sustainability hours allotted per week) may not be added to the timesheet for overtime and does **not** accrue to use at a later time.

Example: 8 hour per day employee

During the academic year, employee works 40 hours per week. On the Winter Schedule, if

the employee works over the core winter business hours of 38 hours, such as 39 hours in a week, the employee would report as follows:

Report actual hours worked:

Monday – Wednesday = **28.5 hours** (9.5 hours per day)

Thursday = **10.5 hours** (worked 1 hour over core business hours)

Friday = + **1-hour** winter schedule time*

To equal **40 hours** for the week.

*The remaining 1 hour (of the 2 sustainability hours allotted per week) may not be added to the timesheet for overtime and does **not** accrue to use at a later time.

15. I am a part-time, non-benefited employee working less than 20 hours. How does the Winter Schedule impact me?

Part-time, non-benefited employees are not eligible for Winter Schedule time and should work with their supervisors to adjust their schedules in light of the University's Winter Schedule.

16. I am a part-time, partially-benefited employee working 30 or less hours per week. How does the Winter Schedule impact me?

Part-time partially benefited employees working 30 or less hours per week are not eligible for Winter Schedule time and should work with their supervisors to adjust their schedules in light of the University's Winter Schedule.

17. Do I still get my regular breaks?

As required by policy, employees should take normal required breaks.

18. How will I report use of my Floating Holiday during the Winter Schedule?

Floating holidays are granted in increments based on your employee class and will not be granted based on the extended work day associated with the Winter Schedule. Floating Holiday can be used in increments or in total. Examples of how to report a full day are show below.

Example:

If you are a 7.5 hour per day employee you should report 7.5 hours of Floating Holiday and 1.5 hours of Vacation, 9 hours total for that given day.

Example:

If you are an 8 hour per day employee you should report 8 hours of Floating Holiday and 1.5 hours of Vacation, 9.5 hours total for that given day.

19. Can I use sustainability time on December 14th or 15th?

No, the Winter Schedule is suspended the week of December 13, 2020 through January 2, 2021.

20. What do I report Winter Schedule Time as in ECU Direct?

Report winter time under “Summer Schedule Time”.