April 28, 2017

TO: Vice Presidents, Deans, Directors, and Department Chairs

FROM: Jewel Washington, Assistant Vice President, University Human Resources

RE: Treatment of Administrative Leave on Monday, April 24, 2017

The following guidelines pertain to the closure of the University’s Main Campus in College Park due to the poor air quality from the fire near the main campus. The University’s Main Campus closed at 1:00 pm and reopened at 12:01 am Tuesday, April 25, 2017.

NON-ESSENTIAL EMPLOYEES

Except as noted below, non-essential Regular and Contingent 2 employees who were scheduled to work during the period of the University’s Main Campus Closure should use administrative leave for their scheduled work hours during the University’s Main Campus Closure. Non-essential employees who continued to work after the University’s Main Campus Closure or reported at their normal workday start during the University’s Main Campus Closure are not entitled to compensatory time or additional pay.

ESSENTIAL EMPLOYEES

Essential employees were expected to remain at work as usual, unless released to leave by their supervisor. Nonexempt Regular and Contingent 2 Essential employees who were directed to remain at work will receive compensatory time or additional pay for the portion of their regularly-scheduled shift(s) covered by the University’s Main Campus Closure, in addition to the actual hours worked. The compensatory time off or cash payment shall be in accordance with the employee’s overtime payment status and relevant human resources policy on work hours and overtime.

Employees whose regularly-scheduled shift(s) did not include the period covered by the University’s Main Campus Closure but who were required to work during this time shall receive compensatory leave or additional pay for the hours worked, in accordance with the employee’s overtime payment status and relevant human resources policy on work hours and overtime.

EMPLOYEES IN A LEAVE STATUS

Employees who were scheduled for approved annual leave, sick leave, personal leave, compensatory leave, or approved leave without pay leave on the day of the University Closure
are considered “in a prior leave status” under applicable policy, *BOR Policy VI-12.00, (Policy on Emergency Conditions, Effective 5/1/1992)*, and as such, are not covered by the provisions of this memorandum. Furthermore, employees who were on any type of unpaid leave during the University Closure are also considered to be in a “prior leave status” under applicable policy and are not covered by the provisions of this memorandum.

**PHR TIMESHEETS**

Administrative leave will not be pre-populated on timesheets and should be recorded in accordance with this memorandum.

Should you have any questions concerning the treatment of leave, please refer to the UHR website at [https://uhr.umd.edu/campus-closure-procedures/](https://uhr.umd.edu/campus-closure-procedures/) or contact the UHR Support Center at 301.405.7575.

cc: PHR Creators and Approvers