September 17, 2019

TO: PHR Creators and Approvers
FROM: Jewel Washington, Assistant Vice President
        University Human Resources
RE: Treatment of Campus Closure on September 27, 2019 for Friday Night Football Game

The following guidelines pertain to the campus closure on **Friday, September 27th beginning at 12 p.m.** due to the Friday Night Football game, in which the University of Maryland hosts Penn State at Capital One Field.

**NON-ESSENTIAL EMPLOYEES**

Except as noted below, non-essential Regular and Contingent 2 employees who are scheduled to work during the period of the campus closure should use administrative leave for their scheduled work hours as appropriate. Non-essential employees who report to work during the period of the closure, but are not required to, are not entitled to compensatory time or additional pay.

Non-essential employees should be given the option to telework prior to the closure, dependent upon their ability to work off-site and supervisor approval.

**ESSENTIAL EMPLOYEES**

Essential employees are expected to report to work as scheduled. Nonexempt Regular and Nonexempt Contingent 2 essential employees will receive either compensatory time or additional pay for the portion of their regularly-scheduled shift that is covered by the administrative leave, in addition to their hours worked. The compensatory time or additional pay shall be in accordance with the employee's overtime payment status and relevant human resources policy on work hours and overtime.

Employees with regularly scheduled work shift(s) that do not include the period covered by this event, but who are required to work during this time, shall receive either 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 are scheduled for approved annual leave, sick leave, personal leave, compensatory leave, approved leave without pay or any other type of paid or unpaid leave during the campus 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.
PHR TIMESHEETS

For the Early Closure on Friday, September 27, 2019: administrative leave is not pre-populated on the timesheets and should be recorded manually in accordance with this memorandum.

Should you have any questions concerning the treatment of leave, please contact the UHR Support Center at 301.405.7575.

cc: Supervisors