

Winter Break Guidelines for Staff 2020

As was previously announced, in appreciation for UVM staff's dedicated efforts and the sacrifices made as a result of necessary wage reductions, three additional winter break days were added to the calendar this year, resulting in a total of six winter break days in 2020 (Dec 21, 22, 23, 28, 29 and 30). [See memo](#).

While this is expected to be an unusual occurrence, depending upon business needs, supervisors may need to assign staff to work over the winter break. If this is the case, staff will be compensated as follows:

Non-exempt staff who are required to work on a Winter Break Day may choose to receive either hour-for-hour alternative time off at a later date, or hour-for-hour straight time pay at their normal rate of pay, instead of alternative time off. Employees who choose the payment option must notify their supervisor within three (3) days of performing the work and (for non-Kronos employees ONLY) an additional pay form must be submitted with the following details: reason code –other; earnings code- 512; include comments indicating winter break pay. Winter break hours are not included in overtime calculations.

Exempt staff who are required to work on a Winter Break Day will receive hour-for-hour alternative time off at a later date.

All alternative time-off must be scheduled and approved by a supervisor and used on or before June 30, 2021.

Supervisors and department administrations should contact Human Resource Services at HRInfo@uvm.edu or 802-656-3150 with questions.