



University of Pittsburgh

*Office of Human Resources
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To: University of Pittsburgh Employees
From: Ronald W. Frisch
Date: November 1, 2014
Subject: 2014 Holiday Season – University Holiday and Recess Schedule

For the 2014 Holiday Season, the University of Pittsburgh will be officially closed on the following days:

Thanksgiving Holiday	Thursday, November 27, 2014 Friday, November 28, 2014
Christmas Holiday	Wednesday, December 24, 2014 Thursday, December 25, 2014
Winter Recess	Friday, December 26, 2014 Monday, December 29, 2014 Tuesday, December 30, 2014 Wednesday, December 31, 2014 Friday, January 2, 2015
New Year's Holiday	Thursday, January 1, 2015

Designated University offices, including major responsibility centers and research projects, will be staffed as necessary during this period in accordance with established department scheduling procedures.

Employees covered by collective bargaining agreements will be governed by the terms of those agreements.

Part time staff are eligible for the Holidays and Recess days that fall on their normally scheduled work days.

Holiday and Recess Compensation Guidelines

In some instances business needs of the University may require certain staff to work during the holiday and recess season. The following are general guidelines outlining the appropriate compensation methods for staff required to work on a designated University Holiday or Recess day. **Note:** January 2, 2015 is considered a recess day.

Non-exempt staff required to work on a:

Holiday – The staff member will receive regular pay for the holiday as though they worked a usual workday, in addition and at the Responsibility Center's discretion, the staff member may receive one of the following options:

- Additional pay at an overtime rate (1.5) for the hours actually worked on the holiday to be paid in the next available pay period, **or**
- Additional time off equivalent to the amount of hours actually worked on the recess day multiplied by 1.5 to be used by the payroll deadline of the following pay period.

Recess Day – The staff member will receive regular pay for the recess day as though they worked a usual workday, in addition and at the Responsibility Center's discretion, the staff member may receive one of the following options

- Additional pay equal to their regular hourly rate for the hours actually worked on the recess day to be paid in the next available pay period, **or**
- Additional time off equivalent to the amount of hours actually worked on the recess day to be used by the payroll deadline of the following pay period.

Exempt staff required to work on a:

Holiday – The staff member will receive no additional pay, but **will** be granted time off equivalent to the hours actually worked on the holiday (up to a maximum of 7.5 hours for a 37.5 hour employee or 8 hours for a 40 hour employee) to be used the pay period it is earned or the following pay period.

Recess Day – The staff member will receive no additional pay, but **may**, at the consistent discretion of the Responsibility Center be granted time off equivalent to the hours actually worked on the recess day (up to a maximum of 7.5 hours for 37.5 hour per week staff or 8 hours for 40 hour per week staff) to be used the pay period it is earned or the following pay period.

For specific instructions on how to complete a PRISM TRKS time card on a holiday or recess day, please refer to the University's web based holiday and recess time keeping guides at:

- www.hr.pitt.edu/prismholiday
- www.hr.pitt.edu/prismrecess

Additional questions concerning the above should be directed to the Office of Human Resources PRISM TRKS hotline at 412-383-TIME (8463) or email at trks@pitt.edu.