DMV2Go is Coming to Mason June 20-25
Please let your faculty and staff know that they can take care of their Department of Motor Vehicle business at a convenient Mason location next month. DMV2Go is returning to Arlington, Fairfax, and Prince William. For dates, campus locations, and details, please visit the the work/life homepage.

Mason Star Newsletter
Reward & Recognition is in the process of finalizing its annual newsletter, The Mason Star. They would like to include all employees who received an award for FY2013 (July 1, 2012 through June 30, 2013). If your department has had an awards ceremony to recognize an employee and the award was not processed through the HR & Payroll office, please submit the name of the award and the employee recipient(s) by Wednesday, July 3 to awards@gmu.edu so they can be a part of The Mason Star.

Compressed Schedules and the Holidays
If your faculty and staff are utilizing the compressed schedule flexible work option they may wonder how to handle the upcoming summer holidays (Memorial Day, 4th of July, and Labor Day). With supervisor approval, they can go off their compressed schedule for the week, work 8 hours each day, and take the 8 hours of holiday leave. (Please note: These examples are based upon a full-time schedule; it would be pro-rated for part-time).
If they choose to stay on their compressed schedule and the holiday falls on a day when they would normally not work, when they complete their timesheet, enter 8 hours under comp time earned. They then have 8 hours of comp time that can be used, with the supervisor approval, anytime during the 12 months after the holiday.
If the holiday falls on a day when they would normally work, please remember that they receive 8 hours of holiday pay for the holiday. If they are on a 9 hour or 10 hour compressed daily schedule, they do have to account for the full amount of their work day on the holiday by working during that week or taking leave.
If you or your faculty and staff have any questions, please call the Customer Service Center at 3.2600 and ask to speak to a member of the work/life team.

12-Month Faculty Leave Year Ends on June 24th
A reminder that the 12-month faculty leave year ends each year on June 24th. This is the last date for all faculty to use their Annual Leave before the carry over. 12-month faculty may only carry over 21 days (168 hours) of annual leave. Any Annual Leave in excess of 21 days can be donated to an employee in need through the leave sharing program (Please note: sick leave can not be donated). A Leave Sharing Donor Form can be found on the HR & Payroll website forms page. The 12-month faculty annual leave
information is available in Policy 2205 and the Types of Leave chart. If you have any questions, please call Payroll at 3.2751.