



Mason Flexible July Frequently Asked Questions

1. *How do I complete my timesheet on July 1 if I am at work?*

The university will close at 12:30pm on Friday, July 1. If you are full-time and normally work 8:30am-5:00pm and you are:

- Non-exempt (i.e. overtime eligible) - You would record four (4) hours worked and four (4) hours of holiday leave on your timesheet.
- Exempt - You do not have to record anything.

2. *Do I need to complete a flexible work agreement for Mason Flexible July?*

A flexible work agreement is not necessary but you must have your supervisor's approval to flex your schedule.

3. *I am a designated employee or need to work on July 1 to maintain office coverage. What do I do?*

Full-time employees who have to work on July 1 will receive compensatory time for the four (4) hours of holiday leave to be used, with supervisor permission, within 12 months of receiving it (i.e. June 30, 2017). Enter eight (8) hours worked plus four (4) hours of compensatory time earned on your timesheet.

4. *How does the holiday leave impact those of us on flexible work or compressed schedules?*

You have to account for a 40-hour work week. The four (4) hours of holiday leave mean that you have to account for the remaining 36 hours by working or taking leave. In consultation with your supervisor, the four (4) hours of holiday leave needs to be used during the work week of June 26-July 2 (i.e. the week the holiday occurs in). Non-exempt employees record four (4) hours of holiday leave on the day in which they use it; exempt employees do not have to record it.

5. *Friday is my scheduled day off. How do I account for the holiday leave?*

In consultation with your supervisor, the four (4) hours of holiday leave needs to be used during the work week of June 26-July 2 (i.e. the week the holiday occurs in). Non-exempt employees record four (4) hours of holiday leave on the day in which they use it; exempt employees do not have to record it.

6. *How does the university closing at 12:30 impact those who work alternate schedules (e.g. Facilities, Housing, etc.)*

Administrative offices at the university are closing for 4 hours on Friday, July 1. For employees who work alternate schedules, please check with your units for guidance.

7. *Can I combine the four (4) hours of holiday leave and the four (4) hours of flex time to take off on July 1?*

Yes, with supervisor permission you can combine both and take off the entire day on Friday, July 1.

8. *I am part-time. How is the 4 hours of holiday leave handled for me?*

The four (4) hours is pro-rated for part-time. This means:

- 4 hours for 1.0 FTE
- 3.2 hours for .80 FTE
- 3.0 hours for .75 FTE
- 2.5 hours for .625 FTE
- 2.0 hours for .5 FTE

9. *I am scheduled to be on leave on Friday, July 1. Do I still receive the holiday leave?*
Yes. If you are a non-exempt employee, record four (4) hours of holiday leave on your timesheet for July 1 as well as four (4) additional hours of appropriate leave (e.g. annual) to account for your 8-hour day. If you are exempt, record four (4) hours of appropriate leave instead of eight (8).
10. *How do I complete my timesheet when using the "Special Flex Holiday" hours?*
The Special Flex Holiday hours will be added to your leave balances. With supervisor permission, you can use the four (4) hours of special flex anytime during July or August 2016. Both exempt and non-exempt employees record the hours used in the special flex leave category on the day in which you use them. These hours will expire at the end of August.
11. *Are the Special Flex Holiday hours eligible for leave payout?*
No.
12. *What if the Governor provides additional leave for state employees for July 1?*
If the Governor decides to grant all state employees any additional time off on July 1, it will be in place of, not in addition to, the leave provided by the university.
13. *New – Who is eligible for the four hours of holiday leave on July 1 and the 4 hours of Special Flex Holiday to be used in July or August?*
Benefits eligible employees hired by June 27, 2016 are eligible for the holiday leave and special flex holiday hours.
14. *New – Does the Special Flex Holiday leave expire?*
Yes, the special flex holiday leave is to be used in July or August 2016.

Please note: Additional FAQs on flex time and compressed schedules are available on the Flexible Work website at <http://flexwork.gmu.edu/faqs/>

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