**HR Liaison Announcement**

For the upcoming 2020-2021 academic year, faculty with a full-time 9-month appointment will have the option to be paid over 12 months.

For more information and further details, please see the full announcement.

**Compressed Schedules and the Holiday**

If you use the compressed schedule work option, please be aware of the upcoming Memorial Day holiday. For the holiday, full-time employees with compressed schedules receive eight (8) hours of holiday pay and/or compensatory leave per day, depending on the situation, regardless of their compressed schedule hours.

There are three (3) possible scenarios. (These examples are based on a full-time schedule. Leave and pay are prorated for part-time employees.):

1. **With supervisor approval, the employee can choose to temporarily work a traditional work schedule for the week**
   - The employee would work eight (8) hours each day of the week that is not a holiday
   - Then receive eight (8) hours of holiday pay for the holiday
2. **With supervisor approval, if the employee chooses to continue their compressed schedule and the holiday falls on a day when the employee **would** normally work:**
   - The employee needs to account for their full compressed schedule work hours for the days during the holiday
     - The employee receives eight (8) hours of holiday pay for the holiday
     - For the remaining hours, the employee can either make up the hours during the week or take additional leave during the holiday
     - *For example:* If the employee normally works nine (9) hours on a day during the holiday, they will receive eight (8) hours of holiday pay and then will either work an additional hour during the week or take one (1) hour of leave on the day of the holiday.

3. **With supervisor approval, if the employee chooses to continue their compressed schedule and the holiday falls on a day when the employee **would not** normally work:**
   - The employee will enter eight (8) hours for the holiday under compensatory leave when they complete their timesheet
   - The employee will then have eight (8) hours of compensatory leave they can use, with supervisor approval, within one (1) year from the pay period in which the hours are accrued (*State Policy 3.10*).

If you have any questions, please contact hr@gmu.edu.

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**Employee of the Month Nominations**

Do you work with an incredible Mason administrative/professional faculty member, classified staff member, or wage employee who goes the extra mile, collaborates with their colleagues, and supports the university?

**Nominate them** for Mason’s Employee of the Month award! Additional information can be found on the HR & Payroll website.

- If you have questions, contact awards@gmu.edu.

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Volunteering to be an Officer of Election

“The Virginia Department of Elections is recruiting election officers to work at polling locations for the May 19, 2020, municipal elections being held in 56 Virginia localities and for the June 23, 2020, primaries being held across the Commonwealth. Election Officers are always in demand, but their service is needed even more now as the elections process faces unprecedented challenges.

Election Officers perform a wide range of functions on Election Day, some of them include setting up and breaking down activities at polling locations, providing voters with basic voting instructions, verifying voter information and assisting with other duties as needed.

To volunteer as an Officer of Election, please complete the Officer of Election Interest Form found on the Department of Elections website found here.”

Leave and Pay Details

With supervisor approval, a classified staff or administrative/professional faculty member may use leave for serving as an Officer of Election.

If an employee uses Civil and Work-Related Leave, they cannot keep the Officer of Election salary as it is considered a double payment for work time. Please send the Officer of Election check to Payroll at MS 3C3 and they will process it according to state guidelines.

An employee may use annual, family and personal, compensatory, recognition, or overtime leave if they wish to keep Officer of Election pay.

For more information on serving as an Officer of Election as a Mason employee, please refer to the Election Day Guidance.

For a legend of the header icons, visit the Instant HR & Payroll legend page. For previous announcements, visit the Instant HR & Payroll Archives page.
Human Resources and Payroll
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