Instant HR & Payroll

HR Liaisons Meeting Recording

HR Liaison Announcement:
Thank you to those who were able to attend the spring HR Liaisons meeting! If you missed the meeting or would like to review the topics discussed, you can view the recording of the meeting at vimeo.com/335228382.

For questions, please contact hrlearn@gmu.edu or 3-2600.

Compressed Schedules and the Holiday

If you use the compressed schedule work option, please be aware of the upcoming Memorial Day holiday on May 27, 2019. For the holiday, employees with compressed schedules receive 8 hours of holiday pay and/or compensatory leave, depending on the situation, regardless of their compressed schedule hours.

There are three possible scenarios. These examples are based on a full-time schedule. Leave and pay are pro-rated for part-time employees. For non-exempt employees with a compressed schedule, they will record 8 hours of holiday leave on their timesheet on the day of the holiday:

1. With supervisor approval, the employee can choose to temporarily work a traditional work schedule for the week
• The employee would work 8 hours each day of the week then receive 8 hours of holiday pay on the holiday

2. 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 day that falls on the holiday
     o The employee receives 8 hours of holiday pay
     o For the remaining hours, the employee can either make up the hours during the week or take additional leave on the holiday
     o For example: If the employee normally works 9 hours on the day of the holiday, they will receive 8 hours of holiday pay and either work an additional hour during the week or take one hour of leave on the day of the holiday

3. 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 8 hours under compensatory leave earned when they complete their timesheet
   • The employee will then have 8 hours of compensatory leave they can use, with supervisor approval, within one year from the pay period in which the hours are accrued (State Policy 3.10)
If you have any questions, please contact HR & Payroll at 3-2600 or hr@gmu.edu.

$ 12-Month Faculty Leave Year End

We want to make sure 12-month research, instructional, and administrative/professional faculty are using their annual leave! The 12-month faculty leave year ends on June 24, 2019. This is the last date for all 12-month faculty to use their annual leave before the carryover. 12-month faculty may only carry over 25 days (200 hours) of annual leave.

Want to Donate Leave?

- Any annual leave in excess of 25 days (200 hours) can be donated to an employee in need through the leave sharing program
- A Leave Sharing Donor Form can be found on the HR & Payroll website
- Please note, sick leave cannot be donated

If you have any questions, please contact payroll at 3-2751 or payroll@gmu.edu.

$ Compensatory Leave Reminder

Have you earned compensatory leave? Make sure you are aware of the compensatory leave limits and expirations. Compensatory leave is earned by classified staff on an hour-for-hour basis when an employee works:

- On a holiday
- When the university is officially partially or fully closed
- On a scheduled day off

Limits and Expiration:

- Employees are limited to 96 hours of accrued compensatory leave
- Per State Policy 3.10, accrued compensatory leave expires one year from the pay period in which the hours are accrued, regardless of the 96-hour limit
- Compensatory leave may not be used once hours expire or lapse and
cannot be paid out upon an employee's change of status

You can review your leave balance by visiting the **Patriot Web** “Employee Services” tab and selecting “Leave Balances and History.” If you have questions, please email **payroll@gmu.edu**.

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