Thanksgiving is almost two weeks away! Refer to the Thanksgiving Timesheet Guidance for information about:
- Holiday hours
- Requirements to receive holiday pay
- Rate of holiday pay
- How the holiday may affect alternative work schedules

For questions, please contact hr@gmu.edu.

Winter weather is fast approaching! Utilize the resources below to prepare.

**Staying Updated**
Stay updated on university closings, late openings, or other weather-related changes to the university's schedule through Mason's switchboard at 703-993-1000, Mason Alert, the university's homepage, as well as local media outlets.

**Telework and Inclement Weather**
Having telework agreements and technology in place in advance can come in handy if Mason experiences an extended weather event or other emergency.
Teleworkers (if it is their scheduled telework day) and remote workers continue to work even if:

- Classes are canceled and administrative offices are closed
- The university is on a modified schedule

Employees working from home during a university closing are expected to continue working unless it is not possible due to power outages or other conditions that prevent them from working. For more details, visit flexwork.gmu.edu.

Inclement Weather/Emergency Guidance
With winter fast approaching, please review the Inclement Weather/Emergency Closing Policy.

If you use the compressed schedule work option, please be aware of the upcoming Thanksgiving Break holiday break. 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**
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 earned 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 703-993-2600 or hr@gmu.edu.

Have you earned compensatory leave? Make sure you are aware of the compensatory leave limits and expirations:

- 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 Patriot Web. If you have questions, please email payroll@gmu.edu.

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

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