Winter Break Reduced Operations
Procedures Document

CRR 340.045 establishes an annual winter break leave. The period of winter break starts at 12:01 a.m. the day following the observed Christmas holiday and ends at midnight before the New Year’s Day observed holiday.

Please use the following as a guide for processing employee pay in the inaugural year, 2017.

Winter Break Leave for eligible non-exempt employees (WBL)
• Employees not required to work during the winter break period will be compensated at their normal rate of pay and will not be required to take personal or vacation days during that time.
• The Time Reporter (employee) should record in their timesheet the appropriate quantity of WBL for the number of hours they were scheduled to work.
• WBL hours do NOT count towards the total hours worked for overtime calculations.

Winter Break Leave for eligible exempt employees (WBM)
• Employees not required to work during the winter break period will be compensated at their normal rate of pay and will not be required to take personal or vacation days during that time.
• The Time Reporter (employee) should record on their timesheet the appropriate quantity of WBM.

Eligible Employees Required to Work during Winter Break Leave
• There are certain operations that must be maintained during this period and will remain open. Division and department heads should identify employees who will be required to work during this period.
• Employees required to work during the Winter Break Reduced Operations should coordinate with their supervisor to arrange equivalent time off at a later date.
  o When the Winter Break Leave is taken at a later time, the Time Approver or Time Keeper must make the entry in the timesheet as WBL/WBM, for BIW/MON employees respectively. A comment should be recorded to indicate the leave is related to the 2017 Winter Break.
  o While the time off can be arranged for later use, it must be used by November 30 of the year following the winter break, before transferring to a different department or prior to separation, whichever is earlier.
• Employees should work with their Time Approver or Time Keeper to check their available Winter Break leave balance.

Important Time Keeper Information
• For the pay period(s) that contains the Winter Break time period, ensure eligible employees (both non-exempt and exempt) have recorded the appropriate Time Reporting Codes. The usual PTO codes may only be used in limited situations, which can be referenced in the Winter Break Reduced Operations Q&A document.
• For employees required to work during Winter Break Reduced Operations, a spreadsheet must be maintained for purposes of tracking Winter Break Leave hours that are carried forward.
• When the Winter Break Leave hours are used outside of the Winter Break Reduced Operations period, the Time Approver or Time Keeper is required to make the entry to the timesheet on behalf of the Time Reporter (employee) using the appropriate code (WBL/WBM). The Time Reporter will not have access to record WBL/WBM after 12/31.
• Query available: TL_WBL_WBM_TRC_LIST

For questions, please contact your campus HR/payroll representative.