Greetings Colleagues,

I would like to pass along some guidance from the UM System about how we will handle time keeping for employees who we permit to leave early on days before holiday breaks.

- For a number of years, the University has not taken any official position or action on letting staff leave early on days before holiday breaks.
- This has led to inconsistent practices across the system regarding office closures, with some units letting staff leave a couple of hours or half day early and some staying open all day, with staff required to stay or take PTO. For those who close early, there have been inconsistencies in how time is entered, with some entering the time as worked, some coding it as administrative leave and some requiring individuals to use PTO.
- This has been a source of complaints about inequity and threatens to harm morale and undermine broader efforts to foster a system-wide culture.
- After discussion, the decision is as follows:
  - Allow units to decide whether they will release employees early the day before a holiday break.
  - If units allow employees to leave early, advise employees that they may:
    - Stay and work, enter the time as worked, and receive regular pay;
    - Leave, enter the time as appropriate PTO (vacation, personal day, comp time), and receive pay accordingly; or
    - Leave, enter the time as unpaid leave, and not receive pay.

Thank you for your help in communicating this information. If you have questions, please reach out to your HR Professional. (See https://hrs.missouri.edu/about-us/division-responsibility)

I hope you have a pleasant holiday season!

Patty

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