

## **Guidance for 2020 Additional Holidays Frequently Asked Questions (FAQs)**

### **1. Why did the State create the additional holidays?**

The State of Iowa is providing the additional two (2) paid holidays to show appreciation for state employees' response to the COVID-19 pandemic and the derecho storm.

### **2. Are these official University holidays, meaning the University is closed?**

Yes. Similar to existing official holidays, the two additional paid holidays mean that the University is closed. Some operations must continue, as usual, and therefore this FAQ document will address specifically how work schedules and holiday pay for those who are required to work will be managed.

We recognize, due to the minimal time between the announcement of the holidays and the actual holidays, that some operational adjustments may not be entirely feasible. Managers may determine (with Dean/Director approval) for activities and events that were previously scheduled on the selected new holiday dates, if those activities and events will proceed as scheduled. Alternate holiday dates must be provided to the exempt employees who are expected to work if not allowed the time off on the two new holidays. Per the Board of Regents Merit System Rules, nonexempt Merit employees will be paid at the premium rate of time and one-half for the hours worked on the holiday(s). All other nonexempt employees' hours worked on a holiday are eligible to be included in the calculation of overtime should they work more than 40 hours in the work week.

### **3. What are the holiday dates, and how did the university choose the holidays it selected?**

Senior Leadership decided on Monday, November 30, 2020 and Tuesday, December 1, 2020 for several reasons:

- To give employees an extended break following the close of the fall semester, during which they provided extraordinary effort.
- To avoid disruption of the academic calendar (November 25 is the last day of the fall semester. The winter session begins December 14).
- An extended break of six consecutive days off (including the weekend) may contribute to slowing the surge in COVID-19 cases.
- Designating specific days will support a consistent approach, provide a sense of workload relief since the majority of employees will not be working, and allow supervisors to uniformly plan their operations.
- This will allow ISU to utilize its normal processes and procedures for administering this change quickly so that there is no negative impact to payroll.

### **4. Who is eligible for the new holiday dates and pay?**

All holiday-eligible employees per the university's [Holidays](#) policy, including postdocs and graduate assistants, receive holiday pay when the holiday falls within their appointment period. Employee groups that are not normally eligible for paid holidays, such as student and temporary employees, are not eligible for these additional paid holidays.

For faculty, the two additional holidays apply to all 9-month and 12-month faculty.

**5. How will employees be paid for the additional holidays?**

Our current practices still apply for holiday pay. If the new holidays fall on regularly scheduled work days, and the employee is not required to work on the holiday, the holiday pay is equal to what the employee would regularly earn on that day, depending on their work schedule.

Holiday pay cannot be reduced in order to maintain a 40-hour workweek; rather, full-time employees must receive at least eight (8) hours of holiday pay. The hours worked will not count toward the calculation of overtime for the week.

Nonexempt Merit employees required to work on University holidays will be paid at the premium rate of time and one-half and those hours will be exempted for purposes of calculating overtime pay.

Regular nonexempt employees (non-merit) will receive regular pay for hours worked on the holiday and those hours will be calculated for purposes of any eligibility for overtime pay.

Part-time employees (those working less than 40 hours per week) will receive holiday pay according to their fraction of employment (e.g., 3/5, etc.), regardless of their work schedule or day in which the holiday falls.

**6. Is there anything that I need to enter into Workday to ensure I will be paid appropriately for the additional paid holiday days?**

No, you will not need to enter anything into Workday. UHR and Payroll have worked together to add the additional holidays to the system and to ensure employees will be paid appropriately. For nonexempt employees who are scheduled to work on the additional holiday days, you will need to check in and check out and submit your timesheet as normal. For nonexempt merit employees, Workday will automatically add the holiday premium rate of time and one-half to the hours that you work on the holiday days.

If you already had time off requested for November 30 or December 1, you should submit corrected time off so that these hours will not be subtracted from your time off balance (see Question 9 below).

**7. As a manager, is there anything I need to approve for the additional paid holiday days?**

No, there is nothing you need to do differently. Managers should continue to approve weekly time sheets as they normally would and the holiday days will be automatically calculated appropriately.

**8. I am an exempt employee and I have business commitments that I feel I should keep. What should I do?**

We recognize that due to the time between the announcement of the holidays and the actual holidays, some operational adjustments may not be entirely feasible. In rare instances where an

exempt employee is unable to take the day off, the employee shall consult with their manager about the business need. If applicable, the manager and employee should work together to make alternate arrangements for the employee to be off work on a different date prior to December 31, 2020. Alternative arrangements should be based on business need and not personal preference.

**9. I have a new hire starting on 11/30/20. Do I need to change the start date?**

Because this is not a statutory change, the new employee may begin work (on either of the holidays) and be paid for them. Or the unit may choose to change the employee's start date (updating the Offer document, etc.).

**10. I have an employee whose last day of work is 11/30/20. Do I need to change the end date?**

No, similar to the example above for both new holidays. The employee would not be required to work their last day of employment and their last date of work should not be changed. RIO agreements should not be changed for this reason.

**11. I had requested time off in Workday on November 30 and/or December 1, 2020. What should I do?**

These time offs should be removed and corrected in order for your time off balance to be fully restored so you can use the time off at another point in the future. To do so, follow the steps for correcting an absence [here](#). To avoid corrections following your November paycheck, time off should be corrected before Monday, November 23, 2020.

**12. Will we have similar holidays off next year?**

The governor's announcement applies only to these dates in 2020. It was not a statutory change to state holidays and therefore does not change the ISU policy, [Holidays](#).

**13. Will the addition of these holidays change any of the current pay dates or payroll timelines?**

No. The addition of these holidays will not change [payroll cutoff dates or calendars](#).