

# Frequently Asked Questions

## Labor Day 2020 Guidance

### Iowa State University

*The fall 2020 academic calendar has been changed due to the university's continuing response to the COVID-19 pandemic. The fall semester will begin one week earlier than usual, and the semester's length will be shortened by one week. As a result, the university will be open on Labor Day (Monday, September 7).*

#### **How will I know if I need to work on Labor Day?**

Departments will decide the level of their operations in order to support instruction, student support services, and other functions on Labor Day. Employees should work directly with their supervisor to determine if they are required to work – whether on-site or remotely – for any portion or all of the day. Many employees will not be required or expected to work on Labor Day.

Faculty, P&S Staff, and Graduate Assistant TAs who teach on Mondays during fall 2020 will be expected to teach their course(s) since September 7, 2020 has been declared an instructional day.

#### **If I am required to work on Labor Day, will I be given a different day off for the holiday?**

It depends on your employee classification.

For nonexempt employees eligible under the [Holidays Policy](#) (i.e., employees required to track their hours worked and eligible for overtime under the Fair Labor Standards Act, FLSA), holiday pay will be generated on their timesheet as usual and normal holiday pay practices will be in place.

For FLSA-exempt employees eligible under the [Holidays Policy](#) (i.e., employees not required to track their hours worked and ineligible for overtime) who work on Labor Day, time off will be loaded into Workday and provided for the employees to use before December 31, 2020 on a date that does not impact their responsibilities. The amount of time off will be at the prorated portion of a full day based on the employee's full-time equivalent (FTE) status (i.e., 4 hours for a 50% FTE employee).

For FLSA-exempt employees eligible under the [Holidays Policy](#) who do not work on Labor Day, regular holiday pay and salary will continue as usual; no additional time off will be loaded.

#### **What about Graduate and Teaching Assistants? Do they get any additional time off or pay if required to work on Labor Day?**

Graduate Assistants will continue be paid per their stipend pay for the term. They are not eligible under the university's Holiday Policy for holiday pay.

**If I am required to work on Labor Day and receive an alternate time off, how will the use of the time off be determined?**

For those FLSA-exempt employees required to work on Labor Day, the time off will be loaded into a separate time off plan in Workday and the regular process for submitting a request for time off should be followed. The time off must be used before December 31, 2020 on a date that does not impact their responsibilities, with approval of the supervisor. For employees who accrue vacation and vacation credit, this new time off type will be required to be exhausted before any vacation or vacation credit is used between September 8 and December 31.

**Will all employees have the option of flexing the Labor Day holiday (i.e., use it when staff members see fit)?**

For the majority of employees, the holiday will remain the same and they will not be required to work. It is expected that if you are not required to work, you will enjoy the holiday – therefore, no flexing will be necessary or allowed. Only those FLSA-exempt employees required to work will be provided alternate time off for later use. For nonexempt employees who are required to work on Labor Day, the regular holiday pay practices are in place.

**Will employees who accrue vacation and who do not work on Labor Day need to take a vacation day for Labor Day?**

No. Those employees who accrue vacation who do not work on Labor Day do not need to use vacation; for them, the day is a regular paid holiday.

**Will Merit employees who are required to work on Labor Day still receive holiday premium pay?**

Yes. Merit employees required to work on Labor Day will receive their usual holiday pay in addition to holiday premium pay at a rate of time and a half for hours worked. The university will follow regular holiday pay practices for nonexempt staff – including Merit employees.

**What happens if I don't use the time off provided to me by December 31, 2020?**

All effort should be made to use this time off before December 31, 2020. FLSA-exempt employees who receive hours in a separate time off plan in Workday who are not able to take the time off prior to December 31, 2020, will receive a payout on their January paycheck for hours that are unused. A payout of this balance should be the rare exception where someone is truly unable to take the time off before December 31, 2020.

**What happens if I resign/retire before December 31, 2020 and I didn't use all of my new time-off bank in Workday?**

Those unused hours will be paid out with the normal payout timelines for separation at the rate of pay at the time of separation.

**How will I track the time off in Workday?**

This will be a separate time off plan called Labor Day Holiday 2020 Time Off. These hours will not be added to an existing time off balance such as vacation time off. Usage will be recorded as the time off type called Labor Day Holiday 2020 for selection on the employee's Absence Calendar in Workday.

**How do FLSA-exempt employees who are required to work on Labor Day document the holiday worked so that the Labor Day Holiday 2020 Time Off gets loaded?**

The Time and Absence team will be working closely with the Provost's Office and HR Delivery to capture the exempt population required to work on Labor Day.

**Will P&S nonexempt employees who are required to work on Labor Day need to record their hours worked?**

Yes. The typical holiday and time tracking practices still apply.

**As a supervisor of exempt employees, should I require a full day of work and not a half day, for ease of loading time-off balances? Are employees expected to work the whole day?**

The number of hours worked will have no impact on the amount of hours loaded as time off for an FLSA-exempt employee who is required to work on Labor Day. The time off amount will be equal to 8 hours multiplied by the employee's FTE in compliance with the university's Holiday Policy. Supervisors should set expectations for employees regarding the hours required to work based on the needs of the department related to instruction and student support services for a typical day of instruction.

**Will faculty who work on Labor Day need to report usage of time off in Workday?**

Yes. Faculty should initiate a time off request for the alternate holiday usage between September 8 and December 31 just as for other time off requests – such as sick time off – in Workday. Managers or other support roles could also submit this time off request on behalf of the faculty member. This records when the employee is away from campus or not working and depletes this time off balance to be able to report who has used the time off or who is eligible for a payout.

**Is there a period of required notice to employees (similar to the two-week notice to return to campus for COVID-19) should the employee be required to work on Labor Day?**

Departments should be planning now for operations on Labor Day, and notify employees as soon as possible of the requirement to work on Labor Day.

**Are employees required to use the Labor Day Holiday 2020 Time Off? Or can they choose not to use it so they get it paid out in January?**

The new time off balance is to be exhausted before using vacation or vacation credit time off. All efforts should be made to use this time off before December 31, 2020. A payout of this balance should be the rare exception where someone is truly unable to take the time off before December 31, 2020.

**When will the time off be loaded for me to use due to working on Labor Day?**

The goal is to have collected the data for the exempt employees who worked on Labor Day and need time off loaded no later than October 1, 2020. This time off can be requested retroactively and used between September 8 – December 31, 2020. Should vacation or vacation credit be utilized before the Labor Day time off is loaded, the time off should be corrected with the Labor Day time off type.