

HOLIDAY SCHEDULE Q & A

Q. Besides the addition of the days off between Christmas and New Year's Day, are there any other changes to the NSU holiday schedule?

A. Yes. NSU will no longer be closed on Good Friday, Easter Sunday, Rosh Hashanah and Yom Kippur. Note that the frequency with which both Rosh Hashanah and Yom Kippur fall on weekdays is about every five or six years. The addition of a personal day, for a total of three, provides employees with the flexibility to be off from work for religious holidays as needed.*

**Most NSU operations are closed on Easter Sunday; going forward it won't be treated as a holiday. Information for Library and Public Safety employees regularly scheduled to work at the Library on Sundays is provided later in this Q & A document.*

Q. Why have Good Friday, Easter, Rosh Hashanah and Yom Kippur been removed from the holiday calendar?

A. NSU adjusted the holiday schedule in order add the Winter Closure to our holiday schedule because 1) it was so well-received last year and 2) it aligns NSU's holiday schedule with the holiday schedules observed by the majority of Florida private and public universities. Consequently, the university will not be closed for religious holidays. Instead, the university added one personal day, for a total of three, so that employees will be able to observe their personal religious holidays.

Q. When will I be credited with the additional personal day?

A. The additional personal day will be credited to eligible employees in the July 16, 2010 paycheck.

Q. How will the credit of personal days work going forward?

A. As in the past, personal days will be credited to employees in the pay period that includes January 1. In 2011, that will occur on the first pay day (January 14, 2011). Employees will be credited with three (3) personal days that must be used prior to Winter Closure in 2011 (which starts on Saturday, December 24, 2011). Any personal days not used by Winter Closure will be forfeited. This applies to all future years.

Q. I am a member of the teaching staff at Mailman Segal Institute or the University School. Why am I not receiving an additional personal day?

A. Mailman Segal Institute and University School teaching staff will continue to follow their respective school holiday calendars and will receive paid time off for Good Friday, Rosh Hashanah and Yom Kippur (when the latter two fall on weekdays).

Q. My child attends Mailman Segal Institute or the University School. Does she/he have the same days off that I do?

A. No. Mailman Segal Institute and the University School will continue to follow their respective school holiday calendars. These centers will be closed on Good Friday, Rosh Hashanah and Yom Kippur (when

the latter two fall on weekdays); however, these holidays are no longer scheduled closure days for NSU faculty and staff.

Q. I see that Easter Sunday is no longer considered an NSU holiday. I work at the Library and Sunday is a scheduled workday for me. The Library follows the Broward County Library System calendar, which closes on Easter Sunday; if Easter Sunday is not an NSU holiday but the Library is closed, will I be paid?

A. Yes. Employees scheduled to work on Easter Sunday will be paid for that day at their normal pay rate. For non-exempt employees, the work hours for Easter Sunday should be coded in Kronos as "OPL" (Other Paid Leave). Exempt employees who are scheduled to work on Easter Sunday should coordinate with their supervisor to schedule time off at a later date.

Q. My department will be open on some days when NSU is closed. How will I be paid if I must work?

A. Non-exempt employees who are scheduled to work on NSU holidays or during the Winter Closure will be paid holiday pay (regular hours plus holiday hours) for hours worked.

Exempt employees who are scheduled to work on NSU holidays or during the Winter Closure should coordinate with their supervisor to schedule time off at a later date.

Q. I planned to use personal time on the dates that NSU will now be closed. Can I extend the use of my personal time into 2011?

A. No. All available personal time, including the additional personal day being granted to eligible employees, must be used before December 24 for 2010. In future years, personal time must be expended prior to the first day of Winter Closure (refer to future holiday calendars for applicable dates).

Q. I planned to use vacation time on the dates that NSU will now be closed. My anniversary is in late December/early January; can I extend the use of my vacation time into 2011?

A. No. Per NSU's vacation policy, for employees who accrue vacation, up to one unused week will automatically carry over into your new anniversary year. Please ensure that you schedule your vacation time prior to the beginning of Winter Closure if your anniversary falls in December or January or you may run the risk of forfeiting unused vacation time in excess of one week.