

## OPERATING PROCEDURES FOR DECEMBER 24<sup>th</sup> CLOSING

### Status Staff

- Status staff whose work schedule includes working on December 24<sup>th</sup> can leave at noon; the time will not be charged against their leave accrual.
- Staff whose work schedule includes working on December 24<sup>th</sup>, and have elected the day as an approved leave day, will only need to charge that portion of their work day prior to the closing against their leave balance.
- Second and third shift staff whose work schedule includes working on December 24<sup>th</sup>, (and are not designated priority personnel), will be granted an equivalent amount of early release time from their work schedule/shifts.
- Staff designated as “priority personnel” who are not able to take advantage of the closing will receive regular pay and be credited with equivalent time off at another time which will not be charged against their leave balance.

### Non-Status Staff

- Non-Status staff whose work schedule includes working on December 24<sup>th</sup> can leave at noon. Compensation for the day will be based on the originally approved work schedule.
- Non-Status staff whose schedule includes working second or third shift on December 24<sup>th</sup> will be granted an equivalent amount of early release time from their work schedule/shifts. Compensation for the day will be based on the originally approved work schedule.

Please contact your HR Partner if you have any questions.