

SOP -I-0003	Essential Activities during University Closings that are not Official Holidays	
SOP Type:	<input checked="" type="checkbox"/> Internal SOP - DELTA-level that does not directly affect entities outside of DELTA <input type="checkbox"/> External SOP - DELTA-level that affects these entities: <input type="checkbox"/> Unit SOP - DELTA individual unit(s) affected:	
Contact:	DELTA Business Office	
Effective Date:	July 1, 2006	Last revision date: February 27, 2015

1. Introduction

The University will be closed on specific days during the winter holiday that are not [official holidays](#) . Employees (SPA and EPA) will be required to take annual leave, bonus leave, compensatory time, floating holiday, or leave without pay for the additional days that the University is closed. Employees may not work on those days unless required to do so for essential work activities. Work should not be required because employees want to work or want to avoid taking leave. Additionally, employees should not be allowed to work just because they are in non-university owned buildings. If subject employees (those required to submit timesheets) are required to work, then a supervisor would generally be expected to be present as well. Employees may telecommute only if they are required to work, would normally perform these duties via telecommuting, and have a telecommuting agreement on file. Employees that work will not receive holiday pay for days that are not official holidays.

2. Exceptional Situations

Under normal circumstances, employees should not be required to work on days that the University is closed; however, supervisors may require employees to perform essential work activities. On these exceptional occasions, supervisors should complete a “Request to Require the Performance of Essential Activities during University Closings” found at the end of this document. This form is only used for days that the University is closed during the winter holiday season that are not official university holidays.

3. Procedures for Requiring the Performance of Essential Activities

- Supervisors should complete Section I of this form prior to the work being performed and submit the form to the appropriate Senior Management Team member.
- If recommending approval, the team member should bring the request to the next team meeting.
- The Vice Provost will approve or disapprove the request and return the original to the supervisor.
- Supervisors of employees required to work should complete Section II of the form after work is performed and provide both sections to the Business Office.
- The approved form will be used to distinguish hours during which employees were required to work from hours during which employees did not work but inappropriately failed to report as leave.
- Supervisors are responsible for ensuring that employees (SPA and EPA) submit leave or are put on leave without pay (coordinated with Business Office) for hours that they are not required to work. Subject employees that are required to work should indicate the hours worked on their timesheets.

**Request to Require the Performance of
Essential Activities during University Closings**

Section I

(This section should be completed and approved in advance except in emergency situations and returned to the supervisor.)

Describe essential activity or business reason that employee(s) may be required to work:

Best-guess estimate of which employee(s) or number of employees and on which days:

I request approval for employee(s) to be required to work when the University is closed for the activity/reason stated above.

_____	_____
Supervisor's Signature	Date

I recommend approval for employee(s) to be required to work when the University is closed for the activity/reason stated above.

_____	_____
Senior Management Team Member's Signature	Date

Approved or Disapproved (circle one)

_____	_____
Vice Provost's Signature	Date

Note: Original form should be returned to supervisor to keep until after approved work is performed.

**Report of Essential Activities
Performed during University Closings**

Section II

(This section should be completed after work is performed. Both sections should be submitted to the Business Office by the supervisor after the work is performed.)

Employee(s) that worked while the University was closed for the activity/reason stated in Section I of this form:

Employee(s)	Dates Worked	Number of Hours Worked

Employee(s) that worked due to an emergency situation other than the activity/reason stated in Section I of this form:

Employee(s)	Dates Worked	Number of Hours Worked

Explain emergency situation if other than activity/reason stated in Section I of this form:

The employee(s) listed above were required to work while the University was closed on the dates indicated and for the activity/reason described in Section I or the emergency situation explained above.

Supervisor's Signature

Date