MEMORANDUM

To: Chancellors
From: President James B. Milliken
cc: Vice Presidents
Date: March 14, 2006
Re: Uniform Treatment of Compensatory Leave

As you are aware, the University Academic Calendar may require that the University or parts of the University be open and staffed on certain state-designated holidays. This has resulted, appropriately, in a practice of providing compensatory leave. Following the most recent audit by the University’s outside auditors, we agreed to a management letter recommendation on uniform treatment of such compensatory leave. Accordingly, the following policy guidelines shall be effective immediately:

1. An eligible employee who works on a state-designated holiday shall be granted, for use during the following twelve months, compensatory time off for the time worked. Such compensatory time shall be used, if possible, during closedown periods established by the University Academic Calendar. In any event, employees who work state-designated holidays shall be required to use compensatory leave within twelve months.

2. Each campus shall notify all employees annually of the holiday schedule.

3. Regular part-time employees shall be eligible for paid holidays at their regular rate of pay. Temporary employees shall not be eligible for paid holidays, and if required to work on a holiday, shall be paid for the time worked at the regular rate of pay. In order to receive pay for a holiday, an employee must be in a pay status on the scheduled work days before and after the holiday.

4. All leave will be documented in the official accounting system (SAP) in order to maintain an accurate and uniform record of employee balances.

Thank you for your assistance in implementing these guidelines.

cc: Vice Presidents
bcc: Ed Wimes