MAY BREAK
Limited Operations Q&A and Workday Guidance

Q: What should be entered in Workday for May Break?
A: Every benefited staff member will be given an additional five (5) days of Floating Holiday time in their Workday accrual (40 hours, or prorated based on part-time schedules).

- If not required to work:
  ✓ All hourly and salaried staff need to request the five (5) days off as Floating Holidays in Workday to ensure accurate timekeeping.
  ✓ Supervisors should closely monitor their Workday Inbox to approve these requests.

- If required to work some or all of the week:
  ✓ Enter hours as usual (Worked Time). The rate of pay will be the standard pay since the Floating Holiday time is being accrued for future use by those working.
  ✓ Days worked will remain in our Floating Holiday accrual for use later in the summer.
  ✓ Staff have until September 1 to use these newly added Floating Holiday hours, along with any Floating Holiday hours that were awarded on July 1, 2020. After September 1, any Floating Holiday hours in excess of 16 will be forfeited in Workday.

Q: Can people be paid for the time off instead of using the accrued Floating Holidays?
A: No. The extra week off for staff was made in gratitude for the hard work and sacrifices everyone made during this challenging year. The goal is to allow people time to recharge and reconnect with family and friends, away from work obligations.

Q: Since the academic year was shifted forward this year and my academic assignment ends May 21, do I get the extra week?
A: Yes. All staff currently working will be included in the extra week.

Q: If I had time off already scheduled for next week, what should I do?
A: Any accrued vacation or sick time scheduled for next week should be removed (modify to -0-hours) and the Floating Holiday time used in its place.

Q: If I work some or all of the week, receive Floating Holidays to be used later, and then leave the College, will I be paid out for the time?
A: Floating Holiday time is not paid on separation from the College.

Note: As a reminder, on January 1, 2021, the College began awarding Floating Holiday time on a calendar year basis rather than at the start of the fiscal year. Therefore, between September and mid-December, any remaining 2021 Floating Holiday balance should be used. On January 1, 2022, any remaining 2021 Floating Holiday time will be forfeited, and 16 new hours will be added for 2022 (prorated if appropriate).