

Operating Support Staff - Employee Types

Winter Closure 2016

- Subject to Part A Art. 14 of the NASA / UofA collective agreement, Winter Closure is the four working days between Christmas and New Year's Day when the University is considered closed. Operating support staff may be eligible to be paid during this period as shown below.
- Winter Closure does not include December 25 or January 1 (or the designated day in lieu when stat falls on a rest day). These are statutory (paid) holidays and are treated differently.
- *In 2016, Winter Closure days are Dec 27, 28, 29, and 30 for Monday to Friday full time employees. Refer to the HRS website for [alternate work schedules](#).*

Employee Type	Work Schedule	For Days the Employee <u>does not work</u> during Winter Closure	For Days the Employee <u>does work</u> during Winter Closure
Casual 1	N/A	<ul style="list-style-type: none"> • No action necessary • Employee is not paid 	<ul style="list-style-type: none"> • Enter the hours onto the timesheet for the hours worked • No lieu time.
Casual 2			
Auxiliary (Hourly)	Schedule is consistent	<ul style="list-style-type: none"> • Hours are entered as if the employee had come to work as usual using code 032 	<ul style="list-style-type: none"> • 032 code is entered to pay employee for their normal work day • To pay the Lieu time* for the scheduled hours the employee regularly works, use code 070 (hours should match the hours entered as 032) • If employee works additional hours, which are in excess of their normal work day, use code 022 for straight time hours then the applicable OT code(s) if hours worked take the employee into an OT situation
	Schedule varies	<ul style="list-style-type: none"> • Enter the averaged hours onto the timesheet using code 032 (see note) 	
Auxiliary (Salary)	N/A	<ul style="list-style-type: none"> • No action necessary • Employee is paid regular salary 	<ul style="list-style-type: none"> • No additional pay unless overtime is worked • Lieu day* for each scheduled day worked. Use code 659 to bank the lieu day, or code 070 to pay the lieu day
Regular	N/A		

- To be eligible, the employee must be at work (or be on approved leave with pay) the last scheduled work day before and the first scheduled work day after the Winter Closure. For Hourly Auxiliary employees whose schedule varies, the employee must have worked some time the week before and the week after Winter Closure to be eligible.
- *The employee and supervisor mutually agree on when the employee should take his/her lieu time. If no agreement can be reached within the next six months, the supervisor schedules the time off or pays the employee for the time off in lieu.
- Where applicable, all pay is at straight time unless overtime is applicable.
- Callback and standby are separate provisions. The lieu day does not apply.

Note: If you need to calculate the average number of hours, use this formula for the average daily hours for the week before and the week after Winter Closure (*This year, the week before is the week of December 19, 2016 and the week after is the week of January 9, 2017*):

1. Add up the total hours worked the week before and the week after Winter Closure (do not include paid holidays or overtime)
2. Divide by the number of working days (10) to arrive at daily hours.
3. Enter the daily hours on each of the four days of the Winter Closure on the timesheet.