

Syracuse University
Office of Human Resources

February 27, 2019

Memorandum to Staff

From: Andrew R. Gordon
Senior Vice President and Chief Human Resource Officer

Re: Pay and Time Reporting for Winter Storm

We greatly appreciate the patience and dedication of all of our faculty and staff this week in handling the impact of the winter storm to the University's operations on Monday, February 25.

In response to the University's change in operations on Monday, February 25, some employees were not required to report to work for their normal work day. Others, specified as essential employees, were asked to report to work to ensure continuity of campus services.

All exempt and non-exempt staff (regular and temporary employees) will be paid for the hours they were regularly scheduled to work on Monday, February 25. In addition, any essential employees who reported to work on Monday, February 25 will receive an additional hour of paid time off in the form of a special floating holiday for every hour worked, not to exceed 8 hours, to be taken on or before June 30, 2019.

The University will continue to review our practices under these circumstances to improve our processes in line with best practices and the interests of our University operations.

For the purposes of time reporting, please follow the guidelines below:

1. Time for non-exempt staff who were not required to report to campus should be coded as "Excused Absence with Pay" if you did not work or Regular Pay if you worked from home.
2. Exempt staff are not required to code this time - no action is required on your part.
3. The additional special floating holiday time, when taken, should be coded as Special Floating Holiday.

If you have any questions, please contact the HR or Payroll Service Centers at 443-4042.