GENERAL QUESTIONS

Q: **What are the observed holidays at Oregon Tech and where can I find the holiday schedule?**

A: Oregon Tech observes nine official holidays each year. All offices and departments on Oregon Tech campuses are closed on these holidays. The holiday calendar can be found on the Office of Human Resources website listed below. The official calendar date for each observed holiday may vary each year.

Oregon Tech Holiday Schedule:  
[http://www.oit.edu/faculty-staff/human-resources/calendars](http://www.oit.edu/faculty-staff/human-resources/calendars)

Q: **What is the holiday schedule and operations during the 2017 Thanksgiving holidays?**

A: For the 2017/2018 holiday season, Oregon Tech will be closed for the Thanksgiving holiday on Thursday, November 23, 2017 and Friday, November 24, 2017. These are the declared and contractual university paid holidays. While the academic calendar states the Thanksgiving Holiday begins at 1:00 p.m. on Wednesday, November 22, 2017, administrative offices activities and attendance are expected to continue throughout the day, unless approved leave is scheduled.

Q: **What are the reduced operational hours and/or reduced staffing levels during the 2017/2018 December holiday schedule?**

A: Reduced operational hours and/or reduced staffing levels may be permitted December 26, 2017 through December 29, 2017 with the approval of the appropriate Vice President or Dean. Full department closures will not be approved for the entire week of December 26, 2017 through December 29, 2017, but reduced hours or staffing levels during that week may be approved.

Q: **Who determines what operations and services will be open or reduced during the holiday schedule?**

A: Under the delegated authority of the President, the Vice Presidents and Deans will determine which business operations and services under their jurisdiction may have reduced staffing levels based upon unit needs. Each Vice President and Dean will determine how to ensure services are continued.
GENERAL QUESTIONS

Q: Is flexibility encouraged when determining staffing levels?
A: Yes. Flexibility is encouraged and supported by Oregon Tech as long as units meet their business needs and we support our students and the communities we serve.

Q: I want to take leave during the holiday schedule and operations. What are my options?
A: Employees may request to take leave throughout the year. As per normal processes, leave requests must be approved by their supervisor.

The university encourages departments to approve leave requests whenever possible. However, be aware that in order to ensure adequate staffing levels in certain business operations and services, departments may not be able to accommodate all leave requests to meet business needs.

Q: Can I work from home (telework) during the holiday schedule and operations?
A: Upon prior authorization from the supervisor and if business operations allow, unclassified administrative professional employees and faculty may work from home. Employees must seek approval from their supervisor before working from home.

Q: What is the Day of Leave and who is eligible for this leave?
A: The Day of Leave is an additional leave amount of up to eight hours for unclassified administrative professional staff and faculty to be used on any university business day from the day before Thanksgiving through January 31, 2018, subject to the operational needs of the department. The Day of Leave must be taken in a single, continuous block of time on a single day, not in hourly increments.

Q: Are payday dates impacted by the holiday schedule and operations?
Paydays will remain on the last business day of the month. To ensure faculty and staff are appropriately paid, supervisors must ensure time reports and leave forms are processed in accordance with the normal payroll schedule. For student and temporary hourly employees, time reports must be turned into Payroll Services by the 15th of each month to be paid for all hours worked.
CLASSIFIED EMPLOYEES

Q: I am a classified employee. How do I report my leave during the holiday schedule and operations?

A: Classified employees are permitted to use accrued vacation, compensatory time, personal time, special day, or leave without pay with supervisor approval and must be reported appropriately.


Q: I am a classified employee on trial service. How do I report my leave during the holiday schedule and operations?

A: Those classified employees who are in trial service cannot use vacation or personal time. They may use special day, any accumulated compensatory time, and leave without pay. Any leave without pay time must be recorded as such on the timesheet.


UNCLASSIFIED ADMINISTRATIVE PROFESSIONAL EMPLOYEES

Q: I am a 12 month, unclassified administrative professional employee. How do I report my leave during the holiday schedule and operations?

A: Unclassified administrative professional staff are expected to use accumulated vacation leave time or Day of Leave. Those who do not have sufficient vacation leave or are not yet eligible to use vacation leave time may request to borrow leave against future accrual, or elect to take leave without pay and report appropriately.

Q: I am an unclassified administrative professional employee on a less than 12 month appointment. How do I report my leave during the holiday schedule and operations?

A: Unclassified administrative professional staff on less than twelve month appointments are eligible for the Day of Leave, and are expected to use it between the day before Thanksgiving through January 31, 2018. They are not required to record any additional leave time taken during an official closure period in keeping with the terms and conditions of their appointment contract.
FACULTY EMPLOYEES

Q:  I am a 12 month faculty employee. How do I report my leave during the holiday schedule and operations?

A. Faculty on twelve month appointments are expected to use accumulated vacation leave time or the Day of Leave. Those who do not have sufficient vacation leave or are not yet eligible to use vacation leave time may request to borrow leave against future accrual, or elect to take leave without pay.

Q:  I am a faculty employee on a less than 12 month appointment. How do I report my leave during the holiday schedule and operations?

A. Faculty on less than twelve month appointments are eligible for the Day of Leave, and are expected to use it between the day before Thanksgiving through January 31, 2018. They are not required to record any additional leave time taken during an official closure period in keeping with the terms and conditions of their appointment contract.

Q:  I am a faculty member who must utilize my office and/or laboratory during the holiday schedule and operations. What are my options?

A. Faculty members will retain access to their individual offices and/or laboratories during the holiday schedule and operations. Due to the safety and security of our faculty, the university strongly encourages faculty to not work on campus while the university is closed, unless they are considered essential personnel.

QUESTIONS?

Q:  Who do I call with questions?

A:  For any questions, please contact the Office of Human Resources at 541.885.1120 or oithr@oit.edu.