



HR LIAISON NETWORK NEWS

December 5, 2018 | **SPECIAL NETWORK NEWS MESSAGE**

A&M Campus Closures for President Bush's Funeral Services – Leave with Pay Information

As previously announced by Provost Fierke, Texas A&M Bryan-College Station campuses will maintain regular operations through today, Wednesday, Dec. 5. **The Bryan-College Station campuses of the university will be entirely closed Thursday, Dec. 6**, the day of interment, including the University Libraries. The following items should be noted in this instance where campus closures have been authorized:

- Leave-eligible employees will be paid according to rules outlined in [System Regulation 31.03.03 Leave of Absence with Pay](#).
- Leave-eligible employees paid hourly will be credited a total of 8 hours of leave with pay for the local campus closures on December 6. No action is required for monthly paid employees.
 - Leave-eligible employees paid hourly at the School of Law and Galveston campus will be credited a total of 8 hours of leave with pay for the campus closure on December 6.
 - Due to varying closures of Health Science Center campuses, HSC leave-eligible employees paid hourly will need to submit a **Time Off Request** in Workday for the office closure of their location. The **Time Off Type** selected should be "Office Closure or Evacuation".
- Employees who work approved flex schedules should adjust their work hours accordingly.
- Employees required to work during this campus closure will be given state compensatory time off to be taken within the next 12 months; and/or may have their current work schedule adjusted appropriately by their department to reflect the normal amount of hours the employee was scheduled to work.
- An employee who is scheduled to be away from work on approved leave during the University closure will not have his/her leave changed; essentially, the employee was not required to report to work and therefore was not impacted by the closure of campus.

Department Leave Administrators should work with employees in their departments to adjust leave records as applicable. Questions regarding leave should be referred to Benefit Services at benefits@tamu.edu.



Division of Human Resources
& Organizational Effectiveness

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The HR Liaison Network comprises approximately 300 employees who have been designated by their department head to perform HR functions within the department. As partners of the Human Resources organization, HR Liaisons play an important role — from creating a welcoming environment for new hires to maintaining workplace unity while supporting employees and management. Learn more at: employees.tamu.edu/liaisons

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