Please make the following information available to employees in your department as appropriate.

December 20, 2013

Please share this information with your employees as appropriate.

Early Release Announced for Friday, December 20
President Loftin has authorized an early release for Friday, December 20, 2013. This announcement has generated several inquiries related to the treatment of leave; therefore the following general information related to early release leave is being provided. Department Leave Administrators should work with employees of their departments to update leave records as applicable.

The following items should be noted in those instances where an early release using holiday rules or a special holiday has been authorized:

- The President’s Office or other appropriate office will provide notice to the campus in the event an early release has been authorized or a special holiday has been declared.
- Eligible employees will be paid according to holiday rules outlined in System Regulation 31.04.01 – System Holidays.
- Employees scheduled to be on vacation or sick leave will have their accrued leave banks replenished and the time will be replaced by early release time.

Work and Scheduling During a Holiday or Release Time

- Essential personnel may be required to work during an early release or special holiday; employees should consult with their supervisor to determine whether or not their position is considered to be “essential” for purposes of working during an early release or declared holiday.
- An employee who works during a holiday or early release time:
  - will be paid for the hours they work and will be given appropriate state compensatory time off on a straight time basis; or
  - may be paid for compensatory time on a straight-time basis where a department determines that allowing compensatory time off would be disruptive to critical functions
- An employee who does not work on or who is usually not scheduled to work during the special holiday or release time:
  - will be given state compensatory time off to be taken off within the next 12 months; and/or
  - may have their current schedule adjusted appropriately with the release or holiday time to reflect the normal amount of hours the employee was scheduled to work.
Special Instructions from Payroll Services

- Please have any paper pay checks picked up by 3pm on Friday, December 20. The office will reopen on Thursday, January 2, 2014. Feel free to contact payroll@tamu.edu should you have any questions.