

## Frequently Asked Questions

**1. Will this allowance be offered in 2009?**

No, this is a one time allowance based on the combination of unique circumstances of timing within the work week and the recognition of the exceptional global economic crisis.

**2. What if I do not have enough accrued sick leave?**

Employees without sufficient sick leave may also use floating holiday leave or vacation leave. Employees can also elect to take the time off without pay, for this one-time allowance only, if they prefer not to use accrued sick, vacation or floating holidays, or if they do not have any leave available.

**3. What if I am an essential employee and I am required to work during this time?**

For those employees, Emory will provide a grace period to allow employees to use up to two sick days in lieu of vacation days or floating holidays prior to January 31, 2009.

**4. Who can determine if I am an essential employee or if my work unit or service is required to be staffed on these days?**

School leadership and unit level management will make decisions about those essential services which must be provided and therefore must be staffed. Services and functions that are critical should not be compromised in order to take advantage of this exception.

**5. Is Emory closing on December 26 and January 2?**

No, the University is not closing on these days, as it will on the official dates of December 24 and 25 and December 31 and January 01. There are some essential functions that are required to be done, and there may be important business and operational functions that must be attended to on these days, unlike the closed holidays where the campus is clearly not open.

**6. What if I decide to work on December 26 and January 2?**

If employees choose to work and management agrees with that choice, then there must be meaningful, productive work to do. Managers and supervisors must assure that adequate work assignments and supervision is provided. Those employees who choose to work will not be provided an alternative opportunity to use sick days in lieu of vacation or holiday leave.

**7. I am a temporary employee, how does this affect me?**

Temporary employees are not eligible for holiday, sick, vacation or floating holidays so there is no impact to them. If temporary employees do work on these days, they will be paid their normal rate of pay.

**8. If I have already requested time off using either my vacation leave or my floating holidays but would prefer to use my sick leave, what should I do?**

You should discuss this new option with your supervisor and request that sick leave be used instead of vacation leave or a floating holiday.

**9. If I switch my vacation leave to sick leave, will that time be subtracted from my total accrued sick leave?**

If you choose to use your sick leave instead of vacation leave or floating holiday, then the time will be deducted from your accrued sick leave balance and not your other leave balances.

**10. If an employee works a condensed work week, and doesn't work on Fridays, can they take another day as sick?**

No, only employees who are considered essential will have the opportunity to take another day as sick by January 31. If an employee who works a condensed week chooses to take off December 26 and January 2, they should work 8 hour days the week of Christmas and New Years. They will then be charged 8 hours of leave for the days they are taking off.