

- **What if a new, non-exempt employee cannot use their vacation time and has not earned compensatory time to use for Skeleton Crew Days?**
That employee will have to work those days. Can the employee work remotely if it is not on the list of offices to remain operational?
- **What if the employee does not want to use leave time for Skeleton Crew Days?**
The employee will have to work those days and coordinate with their supervisor/department head. Even if the office is not required to remain operational, the employee must be given the opportunity to work.
- **What if an employee is scheduled to be on the skeleton crew but is unable to come in that day due to illness?**
If the office is to remain operational, it will be the supervisor and/or department head's responsibility to ensure coverage of the office.
- **Can employees use sick leave for Skeleton Crew Days?**
If the employee is out due to reasons that fall under the circumstances eligible for sick leave provided in Employee Leaves HR-04(a) they can use sick time, otherwise Vacation or Compensatory time will need to be used.
- **If non-exempt employees do not have accrued comp time or vacation days, can they take unpaid leave on Skeleton Crew Days?**
The employee will need to work during the Skeleton Crew Day. The policy does not allow for leave without pay to be used during Skeleton Crew Days. Supervisors may not approve advance leave without pay. If a non-exempt employee does not have accrued leave, they will need to work. Based on state law, if the employee is on leave without pay the day before or a day after a holiday, they will not receive payment for the entire holiday.
- **Do non-exempt employees working in offices that do not have to remain operational still have to report leave time if they do not work?**
Yes, if a non-exempt employee is not working on a day when the university remains open, they will need to report leave.
- **How can non-exempt employees earn compensatory time when that is not a regular occurrence or need for the office?**
 - Working through lunch for one week would result in 7.5 hours of overtime
 - Arriving to work 30 minutes to an hour early, or staying late
 - Working after-hours or weekend events hosted by the department
 - Instead of flexing time, employees can earn compensatory time
 - Key: Plan ahead, and report all compensatory time in the timesheet
- **Do non-exempt employees who have to work require their direct supervisor to be there as well?**
The supervisor should direct the work assignments of their employees as they would on any other day. If an employee requires close/multiple times-a-day supervision, the supervisor must be in or assign the employee to another supervisor for the day.
- **Can a supervisor/department limit the number of comp time an employee can earn?**
Yes, Per HR-16 Work Schedules & Employee Compensation all comp time must be approved, in advance, by the supervisor. Supervisors can pre-approve the earning of comp time for skeleton crew days and limit it to that amount.

- **Are part-time employees required to use time on Skeleton Crew Days?**
If the part-time employee is benefits-eligible and their regular schedule requires them to work on Skeleton Crew Days, then yes, they will need to use time if they take the day off. Part-time employees cannot accrue compensatory time and only benefits-eligible, part-time employees accrue time. We encourage the department to work with the employee to alter their schedule within the same work week to account for the Skeleton Crew Day.
- **What if an employee is on FMLA leave during scheduled Skeleton Crew Days?**
Employees on leave will use their accrued time for leave on those days because the university is not closed.
- **Why were certain offices chosen to remain operational?**
The offices chosen were based on the need to maintain operations to serve students, employees, and the public.
- **Are student employees allowed to work during Skeleton Crew Days?**
Student employees can work during Skeleton Crew Days but are not counted as part of the skeleton crew. The office must still be staffed with the number of full-time staff necessary to keep an operational. A full-time staff member will also need to be in the office to supervise the student employee.
- **Why is the University no longer observing Energy Conservation Day and being allowed to use Emergency Leave?**
Energy Conservation Day was formerly reported as an Emergency Leave Day and was not an official holiday given by the state. The introduction of Skeleton Crew Days will allow for more opportunities for time off than just the Friday of Spring Break. All Emergency Leave is also reported to the State Legislature every year and we have seen tightening in the review of Emergency Leave Days awarded when there is not an actual emergency reason.