

Pursuant to 9/7/2022 Board of Curators approval of the staff leave plan design, "Non-material changes to related CRRs appropriate for implementation of this recommended action may be made with the approval of the Vice President of Human Resources or designee, subject to review and approval by the Office of General Counsel that the changes do not alter the substantive legal or policy effect of the rules and regulations."

## Chapter 340: Employee Absences

### 340.045 Winter Break Reduced Operations

Bd. Min. 12-7-17; [Amended 1-1-24](#)

#### A. Period of Winter Break Reduced Operations

The University will operate under a reduced operation plan during the period starting the day after Christmas Day holiday is observed and running through the end of the day before New Year's Day holiday is observed. The dates of observation of those holidays shall be as specified in Section 340.040 of these Collected Rules and Regulations. This rule will not apply to the operations of University of Missouri Health Care or employees in that unit.

#### B. Winter Break Reduced Operation Plan

1. Each Chancellor will determine what operations will continue during the period of reduced operations and create a campus reduced operation plan, subject to approval by the President.
2. The President will determine what operations will continue during the period of reduced operations for the System office and create a System office reduced operation plan.

#### C. Compensation during Winter Break Reduced Operations

##### 1. Eligible Employees

The following will apply to regular Administrative, Service and Support employees and certain non-regular academic employees as approved by the Chancellor and President who are in positions that accrue [Paid Time Off \(PTO\)](#),

- a. Such employees who are held out of work because of Winter Break Reduced Operations will receive Winter Break Leave, to be used during this time period only and not to exceed the amount of hours of their regular work schedule, with 99% to 75% FTE employees to receive on a prorata basis.
- b. Such employees who are required to work during Winter Break Reduced Operations, either pursuant to the reduced operation plan or due to call-in or call-back, will be allowed to use an equivalent amount of their Winter Break Leave hours at a later date. Those Winter Break Leave hours must be taken before November 30 of the following year or they will be forfeited.

##### 2. Special Considerations

###### a. Variable Hour and Student Employees

Variable Hour and Student Employees who do not work during Winter Break Reduced Operations will not receive Winter Break Leave. However, such

**Deleted:** vacation, sick and personal day leave

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employees may be requested to work and will be paid under normal pay procedures for hours worked.

b. Leaves

Notwithstanding any other provision, employees who are on leave of absence during Winter Break Reduced Operations will not be eligible for Winter Break Leave.