PAY POLICY FOR PLANNED LIBRARY CLOSURES

When a library is scheduled to be closed at times other than an Institute holiday (such as holiday weekends), support staff members normally scheduled to work those hours should consult with their supervisors in considering the following options:

1. Adjustment to the employee’s schedule for that week in order to work the total number of hours of the employee’s normal work week during hours that the library will be open.
2. Work the total number of hours that will be lost due to library closure during the week prior or the week immediately following. Employee MAY NOT EXCEED 40 hours in any week.
3. Combination of numbers 1. and 2. above.
4. Use vacation or personal leave.
5. Record the time as leave without pay.

Timesheets for those staff members affected should be completed accordingly. In addition to recording the time appropriately, the employee should note in the “Comments to Approver” section of the timesheet, the details of their chosen option.

Note: Application of this MIT policy is a change from past practice in the Libraries, where employees scheduled to work during planned library closures other than Institute holidays were paid as if they worked for half of their scheduled hours and the other half of the normally scheduled hours were accounted for using leave time or schedule adjustments. This practice will be discontinued effective immediately.