

Campus Closure Time Off Request for Employee

Purpose of Campus Closure

In certain circumstances, the President of the University or the chief executive officer or dean of a campus may officially close the University for a specific period of time.

Unless otherwise specified, those employees who work in essential services are required to report to work during the closedown period. Employees who do not work in essential services and are not required by their supervisor to work during the closure will not earn equivalent time off if they choose to work during the closure.

Employees that do not work during a Campus Closure should enter the appropriate amount of Official Campus Closure time off on their time off calendar in Workday.

Enter a Time Off Request

1. Enter Time Off Type as **Other > Official Campus Closure** and enter the Daily Quantity.

The screenshot shows the 'Request Time Off' form in Workday. At the top, it says 'Request Time Off' with an 'Actions' button. Below that, it indicates 'Total: 8 Hours'. The 'When' field is set to 'Wednesday, February 7, 2018'. The 'Type' dropdown menu is open, showing a search bar and a list of options. The option 'Other > Official Campus Closure' is selected and highlighted with a red box. The 'Daily Quantity' field is set to '8'. The 'Unit of Time' is set to 'Hours'. There is a 'Comment' field. At the bottom, there is a 'Submit' button and a 'Cancel' button.

2. Click **Submit**.