

Dear Pepperdine Staff:

Further to President Gash's message in the President's Briefing on November 11, 2020, Human Resources is pleased to provide detailed information regarding two announced measures.

**Encouraged Vacation Use: December 21 - 23, 2020**

Each year the University provides holiday pay December 24 - January 1 for the Christmas and New Year holidays. This year, the University strongly encourages staff to use vacation accruals from Monday, December 21 through Wednesday, December 23. This will close the University for all intents and purposes for three additional days leading up to the holidays, thereby providing two full weeks of time off for faculty and staff. Office coverage is not expected during these three days, apart from essential business in areas that normally operate over holidays. The University will reopen on January 4, 2021, as planned.

We hope that you will benefit from additional time to rest and renew during an extraordinary year. When everyone takes vacation at the same time, work is not being generated and piling up until our return; of course, this makes it easier and more enjoyable to be away from the office.

Please note:

- The University recognizes that limited staff may have essential business to complete during these three days. Staff may request approval to work during these three days from their supervisor and major area leader.

- Staff who do not have enough vacation accruals to fully cover these three days have the following options:
  - Request approval from your supervisor to work.
  - Elect to take unpaid time during these three days.
  - Choose to accrue a negative vacation balance and be fully paid for these three days.
- Staff who do not accrue vacation time have the following options:
  - Request approval from your supervisor to work.
  - Elect to take unpaid time during these three days.

Floating holidays may be used December 21-23, 2020. Floating holidays remain unaffected and will continue to be administered as described in section 20.1 of the University Policy Manual.

This exception to allow employees who do not have sufficient vacation accrued for the period of time from December 21 through December 23, 2020, to, upon request, receive an advance on vacation to cover any portion of December 21, 22, and 23, 2020, for which the employee does not have sufficient vacation accruals or, in other words, to go “negative” during this time, is a one-time only exception to the University’s vacation policy. No other vacation advances or “negative” balances will be permitted. This memorandum represents notice of the vacation policy addendum for December 21-23, 2020.

### **Staff Birthday Holiday Suspension: Calendar Year 2021**

The Staff Birthday Holiday will be suspended for calendar year 2021. Staff are still encouraged to use accrued vacation time on or around their birthdays.

With this anticipated one-year suspension, the University will benefit from approximately 800 days of productivity. Pepperdine is grateful for staff contributing one more day of productivity in 2021 toward our effort to strategically position our University for continued success, even during a global pandemic.

### **Additional Information**

Community members continue to ask how they can help others in need during this unprecedented time, and the donation of sick accruals is one way:

- Donors may give up to 40 hours of sick time in a calendar year, pursuant to [section 17.2](#) of the University Policy Manual, for colleagues on a family or medical leave.
- During the COVID-19 pandemic, employees may donate an additional 40 hours of sick time to a leave bank as described in the [Major Disaster Donated Sick Pay Policy](#).

The donation of sick pay is not tax deductible.

For additional information, please contact Human Resources at 310.506.4397 or [HumanResources@Pepperdine.edu](mailto:HumanResources@Pepperdine.edu).

Thank you for the ways you embody the best of Pepperdine during an extraordinary time, and we wish you a joyous upcoming holiday season.

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