

- **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 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

- **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.
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