As a result of an Executive Order signed by President Obama on Dec. 11, 2009, Gov. Heineman has announced that all Nebraska state government agencies other than the courts will close at noon on Thursday, Dec. 24, 2009. State law provides that whenever the President gives federal employees paid time off, the State of Nebraska shall grant the same benefit to state employees.

The majority of University of Nebraska employees will not be working on Dec. 24, 2009, because of the annual holiday closedown. NU employees were scheduled already to use a floating holiday on the 24th from a state holiday they previously worked. President Milliken has announced that this additional one-half day of administrative leave will be observed on Dec. 31, 2009, for eligible NU employees. Campuses are responsible for ensuring the implementation of this policy.

For eligible monthly UNL employees, one half day of vacation will be automatically posted on December 31, 2009, by the Payroll Office (City/IANR). This is a change from the previously communicated full day of vacation that was scheduled to be posted. The remaining half day will show on the employee’s pay advice as regular pay. (This posting will take place on December 17, 2009.)

For eligible biweekly UNL employees, one half day of vacation and one half day of administrative leave will be automatically posted on December 31, 2009, by the Payroll Office (City/IANR). This is a change from the previously communicated full day of vacation that was scheduled to be posted. (This posting will take place the week of January 4, 2010.)

Any changes to the posting of these hours must be corrected by the department’s time coordinator. The Payroll Office will monitor hours posted on December 31 and contact the departments if there are questions.

If you have any questions, please contact the City Campus Payroll Services Office (472-2010, payrolldept2@unl.edu ) or the IANR Finance and Personnel Office (472-1421, financeandpersonnel@unl.edu ).

This message has been approved by Marc Chauche, Assistant Vice Chancellor Financial Services.