

FAQs:

Campus Special Release Days December 28, 29, 30, 2016

Below are common questions and answers concerning the special release days at the end of the year. Please note that JPL will be open during the campus special release days. The special release days are December 28, 29, and 30, 2016. The holidays during this period consist of two floating holidays on December 23, 2016 and December 27, 2016. December 26, 2016 and January 2, 2017 are Institute Holidays. January 3, 2017 will be the first work day in 2017.

-
- 1. Q. What does observing the Institute’s “special release days” on December 28, 29, 30, 2016 mean?**

A. *It means that most members of the campus community may take those days off, with pay, without having to use vacation or personal holiday time.*
 - 2. Q. Is JPL closed during the campus special release days?**

A. *No. JPL does not observe special release days and will be open on December 28, 29 and 30.*
 - 3. Q. Will the same policy that applies to Caltech’s regular holidays apply to the special release days?**

A. *Although there are many similarities, the special release days will be treated somewhat differently than regularly observed holidays. The information provided in these FAQs covers most of those differences.*
 - 4. Q. What happens if my supervisor schedules me to work on one or more of the special release days?**

A. *If you are asked to work on a special release day, you will be granted another day off with pay on or before February 28, 2017.*
 - 5. Q. What if a special release day falls on my regular day off?**

A. *Similar to the way regular holidays are handled, you will be provided an alternative day off, with pay, on or before February 28, 2017.*
 - 6. Q. What happens if schedules make it impossible to grant the alternative day off?**

A. *Although we anticipate that in most cases it will be possible to grant an alternative day off, with pay, on or before February 28, 2017, there may be some cases where that does not happen. In those cases, you will be paid holiday pay equivalent to your regular work schedule and straight time for the hours worked, up to eight hours, for any time you work on a special release day. For any hours you work in excess of eight, you will be paid premium time as defined by Caltech policy. Unlike the scenario in Item 4 above, you will not be eligible to receive an alternative day off.*

- 7. Q. How will the special release days be handled if I work a non-standard work schedule?**
- A.** *In cases where the special release day falls on a regular work day and the employee does not work, that day will be handled like any other holiday. If a special release day falls on the employee's scheduled day off, please contact either the Payroll Office (626-395-8668) or Leave Administration (626-395-8382) to discuss how to handle the special release day that involves a non-standard work schedule.*
- 8. Q. What if I am asked or called in to work a partial day on a special release day?**
- A.** *You will be paid holiday pay equivalent to your regular work schedule and straight time for the hours worked.*
- 9. Q. If I am scheduled to work on a special release day, but am sick and cannot come to work, how will that be handled?**
- A.** *You will be paid sick time for the hours you were scheduled to work on the special release day, but you will not receive pay for the special release day.*
- 10. Q. If I am scheduled to work on a special release day, can my alternative day off come prior to the scheduled work day?**
- A.** *No, the alternative day off must be taken after the special release day and before February 28, 2017.*
- 11. Q. When and how can I get my bi-weekly paycheck before the special release days?**
- A.** *Bi-weekly paychecks will be available on regularly scheduled pay date, December 30, 2016. We strongly encourage employees to sign up for direct deposit. If you receive a paper check, you can pick it up at Mail Services between 10a.m. and 1 p.m. on pay day. After 1 p.m., your check will be mailed to your mailing address. However, Mail Services cannot deliver paper checks that use the Caltech address and mail code as a mailing address (e.g., 1200 E. California Blvd., MC 169-84). Paychecks addressed to a Caltech mail code that are not picked up on the scheduled pay day will be returned to HR for pick up after the holiday on January 3, 2017.*
- 12. Q. When and how can I get my monthly paycheck before the special release days?**
- A.** *Monthly paychecks (for all employees normally paid on the 26th) will be available on December 23, 2016. We strongly encourage employees to sign up for direct deposit. If you receive a paper check, you can pick it up at the Human Resources Office, 399 S. Holliston Ave between 10 a.m. and 12 p.m. on pay day. After 12 p.m., your check will be mailed to your mailing address. However, Mail Services cannot deliver paper checks that use the Caltech address and a mail code as a mailing address (e.g., 1200 E. California Blvd., MC 169-84). Paychecks*

FAQs:

Campus Special Release Days December 28, 29, 30, 2016

addressed to a Caltech mail code, that are not picked up at Mail Services on the scheduled pay days, will be returned to HR for pickup after the holidays on January 3, 2017.

13. Q. If I need to work, will child care services be available?

- A.** *Please contact the Child Educational Center at JPL (CEC) 818-354-3418, or the Children's Center at Caltech (CCC) 626-395-6860 for their schedules during this period. The Cooperative Preschool at Caltech will be closed.*

14. Q. What if an international employee or international student needs a travel signature on his/her immigration documents, will it be available?

- A.** *A missing travel signature is not considered an emergency. F and J students and scholars will be able to return to the United States without the signature. If individuals have an urgent question for an international advisor, they may call Security at 626-395-4701, and an advisor will be contacted.*

15. Q. What do we do if there is a work injury and an employee needs medical attention?

- A.** *Contact Security at 626-395-5000 to coordinate medical treatment. Also, report the injury by leaving a message for the Disability and Leave Administration Unit at 626-395-3092. Your call will be returned by one of the staff members as soon as possible.*

16. Q. What should I do if I have difficulty using my benefit plan coverage during the special release days?

- A.** *If you are experiencing a medical emergency, seek care immediately and follow-up with a call to your insurance carrier when you are able. If you need to reach someone in the Benefits Office, you may email us at HRBenefits@caltech.edu or call and leave a message on the Benefits main line at 626-395-6443. We check this voicemail daily and we will return your call as soon as possible. You may also get assistance by calling the customer service number on your medical or dental identification card.*

FAQs:

Campus Special Release Days
December 28, 29, 30, 2016

Campus and JPL Services During Special Release Days

Please refer to the specific department's website for information on services that will be available during the special release days.

Facilities - 2016 Special Release Days Notices

Please refer to the Facilities Department website for information on services that will be available during the special release days.

Central Utilities Plant: The Central Utilities Plant is continuously staffed during the holidays and the special release days to maintain all utility services and to dispatch personnel for facilities maintenance emergencies.

For any building-related **EMERGENCY**, call Campus Security at 626-395-5000.

Security

Campus Security will remain in normal operations (24/7) during the Special Release Days.

Campus Security Emergency line: 626-395-5000

<http://security.caltech.edu/>