

## ESSIC Leave Guidance for Profession Track Faculty (PTK) Employees

### 1. Duty Station – On Campus (includes ESSIC building, may include remote work situations)

#### a. Annual Leave and Personal Days<sup>1</sup>

You are encouraged to use your annual leave on a regular basis; it is there for you to spend time with your family and friends and rejuvenate your scientific energy! Being away from work will make you more productive when you return. Remember that you cannot carry over more than 400 hours by years end. Be sure to coordinate your time off with your task leaders well in advance. And please use the ‘vacation message’ setting on your email so that we know you are away from the office. In addition, notify your time keeper when you are going to be away for more than a few days. Lastly, as a reminder, you are expected to be accurate when filling out your time card each pay period.

#### b. Sick Leave

Please use your sick leave whenever you are not feeling well, or to care for a family member who is ill. There is no need for you to continue to work when you are not feeling well. Respect the others in the office by staying home when you are ill. Be sure to notify your task leader when you are using sick leave. Additionally, notify your task leader when using sick leave for scheduled medical appointments.

#### c. Holidays

If you work on-campus (which includes the ESSIC facility at M-Square), you should follow the list of University of Maryland holidays (<https://phr-app6.umd.edu/holidays/>) and not the traditional Federal Holidays (in some cases they are common). You should let your federal sponsor know about the holidays you are taking off as they are likely different from what NOAA or NASA observes. Also, sometimes the Governor or the University President will grant additional holidays off. However, we do not observe any special federal holidays (i.e., DC area closures dictated by OPM, Inauguration Day, etc.).

#### d. University Closures/Inclement Weather

You are not expected to come to the office due to University Closures due to inclement weather; your safety is more important! You are expected to telework on these days. In addition, you can employ optional telework in hazardous weather, even if the University is under a delayed opening or open; quite often, the conditions in outlying areas are more severe than in College Park. In such cases, you should let your task leader know.

#### e. Government Shut-Down

All of our NASA and NOAA tasks are “forward funded”, meaning that funding is in place at ESSIC several months in advance of the end of the federal fiscal year (Oct 1 – Sept 30). As has been typical in recent years, a federal government shutdown is always a newsworthy topic at the beginning of the fiscal year, but rarely occurs. All ESSIC on-campus employees are expected to work even if the federal government is not and you will be paid as you normally are. If you get conflicting views from your federal sponsors, please inform the ESSIC Associate ([rferraro@umd.edu](mailto:rferraro@umd.edu)) and Assistant Directors ([anegri@umd.edu](mailto:anegri@umd.edu)) for clarification.

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<sup>1</sup> As a faculty member on a 12-month appointment, you earn 3 days of personal leave, 15 days of sick leave and 22 days of annual leave per year. Leave is accrued proportionately based on the number of days worked. Personal leave is not carried over from one calendar year to the next.

A part-time faculty member appointed on at least a 50% FTE and serving on a fiscal year contract shall earn, use, accrue and be eligible for payment of annual leave on a pro-rata basis on the same terms available to full-time faculty. Qualifying faculty may carryover a maximum of 50 days/400 hours of unused accrued annual leave into the next calendar year or contract renewal.

Upon resignation, retirement and non-renewal of an appointment contract, a maximum of 10 days of annual leave will be paid out as terminal leave.

## 2. Duty Station – Government facility (includes NOAA and NASA locations or directly supporting them out of state)

### a. Annual Leave and Personal Days

Same as above and also refer to footnote<sup>1</sup>.

### b. Sick Leave

Same as above.

### c. Holidays

Off campus employees who work on a federal government site (like NCWCP, SSMC, GSFC, etc.) should still follow the University of Maryland holiday schedule unless they are explicitly requested otherwise by their federal sponsors or task leaders. For a list of Federal Holidays see <https://www.opm.gov/policy-data-oversight/pay-leave/federal-holidays/>. For federal holidays like Presidents, Columbus and Veterans Days, you may exercise telework or use your annual leave, or personal days on those specific days (note that these are University Holidays, but they are taken typically during the Christmas break). Also, sometimes, the head of an agency will grant special days off or early dismissal (e.g., Administrative Leave), and you are entitled to take these hours or days off on that specific day (these hours cannot be used on another day). Monica D’Rozario ([rozarm02@umd.edu](mailto:rozarm02@umd.edu)) will typically adjust your time card to account for these holidays when the University observes them (usually during Christmas and Spring break). If there is still further confusion, please have your federal task leader contact Andy Negri ([anegri@umd.edu](mailto:anegri@umd.edu)), Ralph Ferraro ([rferraro@umd.edu](mailto:rferraro@umd.edu)) or Monica D’Rozario.

### d. Federal Government Closures

You are not expected to come to the office due to Federal Government closure (see <https://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/current-status/>); your safety is more important! You are expected to telework on these days. In addition, you can employ optional telework in hazardous weather, even if the government is under a delayed opening or open; quite often, the conditions in outlying areas are more severe than in College Park. In such cases, you should let your task leader and/or federal sponsor know.

### e. Government Shut-Down

All of our NASA and NOAA tasks are “forward funded”, meaning that funding is in place at ESSIC several months in advance of the end of the federal fiscal year (Oct 1 – Sept 30). As has been typical in recent years, a federal government shutdown is always a newsworthy topic at the beginning of the fiscal year, but rarely occurs. All ESSIC off-campus employees are expected to work even if the federal government is not and you will be paid as you normally are. In these instances, you are expected to telework. If you get conflicting views from your federal sponsors, please inform the ESSIC Associate ([rferraro@umd.edu](mailto:rferraro@umd.edu)) and Assistant Directors ([anegri@umd.edu](mailto:anegri@umd.edu)) for clarification.

We recognize that there may be special cases, such as an ESSIC employee supporting mission critical activities. In these cases, you would follow the same guidance as your federal sponsors.

It is possible that you will need to make prior arrangement regarding access to government computers, or, special arrangement for temporary office space at the ESSIC building. Such requests should be addressed to the ESSIC Assistant Director for NASA projects ([anegri@umd.edu](mailto:anegri@umd.edu)) and the CISESS director for NOAA projects ([berbery@umd.edu](mailto:berbery@umd.edu)).