

	Winter Break Closing- FAQ's	Please enter any questions you have received from employees regarding working additional hours to make up for the winter days off. This will help us identify the most frequently asked questions and prepare clear guidance for employees.
	Question	Answer
1	Who is eligible to participate in the Optional Adjusted Schedule?	Employees who have a fixed 35-hour workweek are eligible to participate in the Optional Adjusted Schedule.
2	How does the Optional Adjusted Schedule work?	Employees who participate must work one additional hour per day for 35 days during the designated period in October and November.
3	When do I need to work the additional hour?	The additional hour must be worked during October 1–30 and November 2–23, 2026. Cannot utilize your lunch time to make up the hour. Additional hour cannot be worked on one of the State holidays (Columbus Day, Election Day or Veterans Day).
4	What does working the additional 35 hours allow me to do?	Working the additional 35 hours allows eligible employees to take the five winter closing days off without using their leave time.
5	What are the winter closing dates?	The winter closing dates are December 24, 28, 29, 30, and 31, 2026.
6	Do I have to participate in the adjusted schedule?	No. Participation in the adjusted schedule is optional.
7	What happens if I am a 35 hour employee and do not participate?	A 35-hour employee who does not participate will need to work the applicable winter closing dates with supervisor approval or use available leave time.
8	Can employees who work a 40 hour week participate in the 1 extra hour per day schedule?	No. The 1 additional hour per day adjusted schedule is specifically for employees with a fixed 35 hour workweek.
9	Can I shorten my lunch break to make up the extra hour?	No. You cannot shorten your lunch break to make up the additional hour.
10	Can I work on a fall holiday instead of making up some of the time during October and November?	Yes. Employees may work on one or more of the designated fall holidays to offset some of the winter closing time, with supervisor approval.
11	Which fall holidays can be worked to offset time?	The designated fall holidays are Columbus Day, Election Day, and Veterans Day.
12	Do I need my supervisor's approval to work on a fall holiday?	Yes. Supervisor approval is required to work on a fall holiday.
13	Can I combine working extra hours with working a fall holiday?	Yes, employees may work the designated fall holidays to offset some of the time. The specific schedule should be coordinated with the employee's supervisor.
14	Who needs to report which employees are participating?	Unit Heads are responsible for submitting a list of employees in their unit who will be adjusting their schedules.
15	Where should Unit Heads send the participation list?	Unit Heads should send their participation list to POER@ramapo.edu .
16	How does vacation carryover work?	Vacation carryover is limited to one year of accrued vacation time.
17	What should I do if I may lose vacation time at the end of the year?	Employees who may be in jeopardy of losing vacation time should review their vacation balance and meet with their supervisor as soon as possible to schedule the time before December 31, 2026.
18	How do I record the hours worked on a designated holiday and the hours used during Winter Break on my timesheet?	When you work on a designated holiday, record the hours as CML (Comp Time Earned). When you use those hours during Winter Break, record the hours as CMT (Comp Time Taken).
19	Can I work more than one extra hour per day?	Employees may also work the designated fall holidays.
20	How do I record the xtra hour per work day? Do I use Comp Time Earned?	You do not need to enter these hours on your timesheet. You and your supervisor are responsible for tracking them. **Enter CML on your timesheet only if you work on a holiday.
21	How do I record my time when I work on the holiday. Is it time and 1/2, or just straight comp time?	It depends on the type of class that you are working under.