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Effective Date: June 1, 2015

**POLICY**

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**EMPLOYMENT**

# **Employee Handbook – Section 310 Intersession Closing**

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**RESPONSIBLE OFFICE****Human Resources**

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## **310 Intersession Closing**

### **310.1 Definition**

Intersession is the period between Christmas Day and New Year's Day. Boston University's decision to observe or not to observe an Intersession Closing is made and announced at the start of each fiscal year. When the University observes an Intersession Closing, the specific dates of the closing are published in the University's official Schedule of Holidays and Intersession Days.

### **310.2 Eligibility**

All regular, full-time employees and regular, part-time employees are eligible upon hire for the authorized absence provided by this policy.

Employees who work in essential service areas, including but not limited to University Police,

Facilities, Management and Planning, the University Switchboard, and patient and animal care facilities, are expected to work during an Intersession Closing. Department supervisors should identify and inform employees who are considered to be essential personnel. These employees should be notified upon hire, and annually thereafter, that they are expected to report to work during Intersession Closing unless otherwise notified.

### **310.3 Compensation and Benefits**

Non-exempt employees who are required to work on an Intersession Closing day will be paid in accordance with the University's standard pay policy for the total number of hours worked during the week, and will earn one-and-one-half (1-1/2) hours of Compensatory Time Off for each non-overtime hour worked during the closing.

Intersession Days not worked are not counted as hours worked for the purpose of computing overtime.

Exempt employees who are required to work on an Intersession Closing day will be eligible for Compensatory Time Off.

All eligible employees maintain their regular pay and benefits while absent from work on observed Intersession Closing days.

### **310.4 Related Policies**

308 [Holidays](#)

309 [Compensatory Time Off](#)

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THIS POLICY STATEMENT IS PART OF THE [EMPLOYEE HANDBOOK](#), AND SHOULD BE READ IN CONJUNCTION WITH ALL OF THE POLICIES THAT COMPRIZE THE HANDBOOK. THE PROVISIONS OF THE EMPLOYEE HANDBOOK DO NOT CONSTITUTE AN EMPLOYMENT CONTRACT AND DO NOT ALTER THE AT-WILL STATUS OF AN

## Additional Resources Regarding This Policy

### Related Policies and Procedures

- [Employee Handbook Policies Manual](#) (staff)
  - [308 Holidays](#)
  - [309 Compensatory Time Off](#)
- [Faculty Handbook](#) (faculty)

### Related BU Websites

- [Human Resources](#)
  - [HR Policies](#)
  - [Manager Resources](#) - HR Website
    - [Leaves of Absence](#)

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