

# IOWA STATE UNIVERSITY

## Professional and Scientific Council

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**Council Motion:** Seeking Clarification regarding interpretation and application of the Flexible Hours Program, Flex Time Policy, and Vacation Leave Policy during an Iowa State University partial closing.

**Submitted by:** Executive Committee  
January 7, 2016

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**Whereas:** The Executive Committee received several contacts from Professional and Scientific Employees regarding the interpretation and application of the Flexible Hours Program, the Flex Time Policy, and the Vacation Leave Policy and how these policies pertain to Professional and Scientific Employees and vacation time during a university partial closing.

**Whereas:** There were many interpretations of these three current policies and various applications of these three policies were enforced across campus during the University's partial close, December 28-31, 2015.

**Whereas:** Many Professional and Scientific Employees were required to take vacation or leave without pay December 28-31, 2015 during the University's partial close.

**Whereas:** Many Professional and Scientific Employees who were required to take vacation or leave without pay were also required to continue to monitor e-mail and phones during this period.

**Whereas:** Interpretation and application of the current policies pertaining to Professional and Scientific Employees and vacation during a university partial closing are in need of clarification.

**Whereas:** The Professional and Scientific Council supports the request for clarification regarding the interpretation and application of the Flexible Hours Program, Flex Time Policy, and Vacation Leave Policy for application during university partial closings. Additionally, we seek clarification on the definition of essential employee.

**It is moved:** That clarification and any changes to these policies be made to provide employees and administrators with a common interpretation and acceptable applications regarding Professional and Scientific Employee work time during a university partial close in order to alleviate confusion and tension in the future.

**Distribution:** Steven Leath, President  
Jonathan Wickert, Senior Vice President and Provost  
Warren Madden, Senior Vice President for Business and Finance  
Tom Hill, Senior Vice President for Student Affairs  
Julie Nuter, Vice President of University Human Resources