

Non Paid Holidays

Frequently Asked Questions

- 1. I work in a Central or Area office. Am I included in the list of people who will not be paid for the holiday?**
- 2. I'm a new hire, or I just got transferred into a Central/Area office position from a school based position. Will I be included in the non paid holiday?**
- 3. Which paychecks will be short?**
- 4. Can I use a benefit day in exchange for a non-paid holiday?**
- 5. I worked on the holiday, or I need to work on a future holiday. Will I be paid?**
- 6. Will this affect my deductions and/or garnishments?**
- 7. What benefit deductions will I be able to change?**
- 8. I am getting close to retirement. How will my pension be impacted?**

Non Paid Holidays

Frequently Asked Questions

1. I work in a Central or Area office. Am I included in the list of people who will not be paid for the holiday?

You are included on the list if you are

- Not a member of a union
- Have an annualized salary of \$50,000 or more

You are not included on the list if your position has a central office department number, but you are permanently assigned to a school (for example, an interim principal or a college career coach)

2. I'm a new hire, or I just got transferred into a Central/Area office position from a school based position. Will I be included in the non paid holiday?

New Hires: are included and will not receive pay for the holiday.

Transfers: If the effective date of your transfer into a Central or Area office position is on or before the holiday you will not receive pay for the holiday. If the effective date of your transfer is after the holiday, you will be paid according to the policy that applied to your original position.

3. Which paychecks will be short?

<u>Pay Period</u>	<u>Holiday</u>	<u>Date</u>	<u>Check Date</u>	<u>Days paid</u>
19	Labor Day	Monday, September 07, 2009	9/25/2009	9
22	Columbus Day	Monday, October 12, 2009	11/6/2009	9
24	Veterans Day	Wednesday, November 11, 2009	12/4/2009	9
25	Thanksgiving	Thursday, November 26, 2009 Friday, November 27, 2009	12/18/2009	8
1	Christmas Day	Friday, December 25, 2009	1/15/2010	9

4. Can I use a benefit day in exchange for a non-paid holiday?

Employees will not be allowed to use a vacation, sick, or personal business day in lieu of the non-paid holiday.

5. I worked on the holiday, or I need to work on a future holiday. Will I be paid?

Employees who are required to work on a holiday will receive regular pay; however, any work performed on the holiday must first be approved by Robert Runcie, Chief Operating Officer. Department managers must submit a request to Robert Runcie's office prior to the holiday.

Employees should not report to work unless they have been requested by their manager and received approval from Robert Runcie's office. **Employees who report to work without authorization, or work from home on the holiday will not be paid.**

6. Will this affect my deductions and/or garnishments?

All deductions, including garnishments, will be withheld at the normal rate. Garnishments are subjected to payment by court order.

7. What benefit deductions will I be able to change?

If you are a participant in either the 403(b) or 457 voluntary retirement programs, you may change your bi-weekly deduction at any time. In the event you wish to change your deduction amount relative to any of remaining unpaid holidays this year, you will need to contact the respective vendor with your request by the corresponding deadline dates listed below:

Deadline for employee to contact vendor	Unpaid Holiday Date
September 4	September 7, 2009
October 9	October 12, 2009
November 10	November 11, 2009
November 24	November 26, 2009
November 24	November 27, 2009
December 23	December 25, 2009

AIG VALIC	(800) 892-5558 ext.88815
Hartford Life Insurance Co.	(312) 701-1100
Horace Mann Life Ins. Co.	(800) 333-3696
ING	(800) 873-9150
CitiStreet	(877) 543-2520
MetLife Insurance Co.	(800) 867-7167

8. I am getting close to retirement. How will my pension be impacted?

Participants in the Municipal Pension:

The Municipal Employee’s Annuity and Benefit Fund (MEABF) has determined that all MEABF participants will receive full credit for their salary on pay periods where there are unpaid holidays. If you choose to retire within the next four years, your pension will be calculated as if the unpaid holidays were paid.

Participants in the CTPF:

The Chicago Teachers Pension Fund has determined that employees who are not paid for the holiday will not receive full credit towards pensionable earnings. Because of this negative impact, employees **who will be eligible for either full or partial retirement within the next four years** will be allowed to use vacation days to maintain their current salary for pension purposes.

I am a member of CTPF, but I will not be eligible to retire within the next 4 years. Why can’t I use a vacation day?

- If you are not eligible to retire in the next four years, it is highly unlikely that your pension will be impacted. Pension is based on the highest average salary for any four (4) consecutive years within the last ten (10) years of service. Generally a person’s highest paid years are the years directly preceding retirement, so this year’s reduction would only have impact if within the next 10 years you accept a position with a lower salary grade.

If you have additional questions, please send an email to NonPaidHoliday@cps.k12.il.us.