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To: [Beth Williams \(bwilli22\)](#)
Subject: Pay Restoration Information
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Importance: High

Dear Colleagues,

As President Paino shared in his email today, UMW prioritized employee compensation as it considered the best use of the state's *partial return* of the original budget allocation. I emphasize this because there are still many more budgetary needs than available state support or other UMW revenue sources. Among many worthwhile choices, the most important is showing commitment to our employees.

Here's how the pay restoration will work:

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Teaching Faculty

Effective January 1, 2021, faculty pay rates will be restored; this change will be reflected in the first pay of the spring semester on March 1, 2021. This means that faculty will receive 12 pays at the reduced salary and 12 pays at their restored salary, resulting in a 50% restoration for the academic year.

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Classified and AP Faculty

For classified and AP faculty, the required number of furlough days will be reduced by half. For example, if you were required to take a total of 8 furlough days, that requirement is now reduced to 4 days.

If you have not yet met 50% of your furlough requirement, you will still need to take your scheduled days until you reach the adjusted requirement.

If you have taken more than 50% of your furlough days by **November 9, 2020**, you have three options for restoring pay for the number of **excess days** taken. Payroll will notify you by close of business November 9, 2020 if you have taken more than 50% of your furlough days.

Default Option 1: You may use your annual leave to cover the furlough pay to be restored, if you have a sufficient balance to do so. Your leave balance will be adjusted accordingly, and the pay you receive for this leave will be included in your retirement calculation.

UMW cannot retroactively offer regular pay for excess furlough days because it's time that wasn't worked, however, we can assign leave to those days, and your paycheck will be adjusted to reflect the additional pay. This action will reduce your annual leave balance, but restores pay and benefits for those

days.

This will be the default option. Other than cancelling future furlough days after November 9 in MyTime, you do not need to do anything further.

Option 2: You may use compensatory leave, family personal leave, recognition leave, annual leave or a combination of these if you have a sufficient balance to do so. The pay you receive for this leave will be included in your retirement calculation, and your leave balance(s) will be adjusted accordingly. In order to choose this option, you must complete the [Pay Restoration Form](#) no later than **November 12, 2020**.

Option 3: Alternatively, you may choose to receive your excess furlough dockings in the form of a bonus with no adjustment made to your leave balance. The bonus will be determined based on the number of excess furlough hours you took times your hourly rate of pay. There are some important considerations to be aware of if you choose this option:

- Bonus payments will be taxed in conjunction with regular pay.
- Bonus payments will not be included in your retirement calculation.
- You must complete the [Pay Restoration Form](#) no later than **November 12, 2020**, if you would like this option.

Classified and AP Faculty impacted by this will see the pay restoration on their December 16, 2020 pay check.

If you had planned future furlough days in conjunction with other leave, you may need to reconsider how you allocate your leave.

If you have questions, please refer to the [Furlough Restoration Q&A page](#) on the HR website. If you still have questions, please contact [Human Resources](#) or Payroll@umw.edu

Thank you for all you do, and have a wonderful weekend!

Beth

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