

**FAQ's**  
**Campus Special Floating Holidays 2008**  
**December 29, 30, 31**

- Q. What does observing the Institute's "special floating holidays" on December 29, 30, and 31, 2008 mean?
- A. It means that most members of the campus community may take those days off, with pay, without having to use vacation or personal holiday time.
- Q. Will the same policy that applies to Caltech's regular holidays apply to the special floating holidays?
- A. Although there are many similarities, the special floating holidays will be treated somewhat differently than regularly observed holidays. The information provided below covers most of those differences.
- Q. What happens if my supervisor asks or grants me permission to work on one or more of the special floating holidays?
- A. If you are asked or given permission to work on a special floating holiday, you will be granted another day off with pay before the end of January 2009.
- Q. What happens if schedules make it impossible to grant the alternative day off?
- A. Although we anticipate that in most cases it will be possible to grant an alternative day off, with pay, before the end of January 2009, there may be some cases where that does not happen. In those cases, the staff member will be paid for time worked on the special floating holiday plus holiday pay.
- Q. How will the special floating holidays be handled if I work a non-standard work schedule?
- A. In cases where the special floating holiday falls on a regular work day and the employee does not work, that day will be handled like any other holiday. If a special floating holiday falls on the employee's scheduled day off, please contact either the Payroll Office (ext. 2626) or Leave Administration (ext. 8382) to discuss how to handle the special floating holiday that involves a non-standard work schedule.
- Q. What if I am asked to work a partial day on a special floating holiday?
- A. You will be paid holiday pay equivalent to your regular work schedule and straight time, up to eight hours, for any time you work on a special floating holiday. For any hours you work in excess of eight, you will be paid premium time called for by Caltech policy.
- Q. If I am scheduled to work on a special floating holiday, but am sick and cannot come to work, how will that be handled?
- A. You will be paid sick time for the hours you were scheduled to work on the special floating holiday, but you will not receive pay for the special floating holiday.
- Q. If I am scheduled to work on a special floating holiday, can my alternative day off come prior to the scheduled work day?
- A. No, the alternative day off must be taken sometime in January 2009.
- Q: Payday is December 24, 2008. Will I need to come in to pick up my check?
- A. Caltech will be paying all bi-weekly and monthly employees on December 24, 2008, the last day before departing for the extended holiday period.
- Q. What if a special floating holiday falls on my regular day off?
- A. Similar to the way regular holidays are handled, you will be provided an alternative day off, with pay, before the end of January 2009.

- Q. If I need to work, will child care services be available?
- A. The Child Educational Center (**CEC**) at JPL will be **open** all three days.  
The Children's Center at Caltech (**CCC**) on campus will be **closed** all three days.
- Q. What if an international employee or international student needs a travel signature on his/her immigration documents, will it be available?
- A. Yes. International students and researchers can call 626-298-4013.
- Q. What do we do if there is a work injury and an employee needs medical attention?
- A. Contact Security at ext. 5000 to coordinate medical treatment. Also, report the injury by leaving a message for the workers' compensation unit at ext. 4577.
- Q. What should I do if I have difficulty using my benefit plan coverage during the special floating holidays?
- A. If you are experiencing a medical emergency, seek care immediately and follow-up with a call to your insurance carrier when you are able. If you need to reach someone in the Benefits Office, you may call and leave a message on the Benefits Main Line at (626) 395-6443. Your call will be returned by one of the benefits office staff. You may also secure assistance by calling the customer service number on your medical or dental identification card or refer to the on-line Benefits Handbook for a complete list of carrier contact information at: [http://cit.hr.caltech.edu/Benefits/BenHdbk\\_Sec2.pdf](http://cit.hr.caltech.edu/Benefits/BenHdbk_Sec2.pdf). Please refer to Section 2, page 2.2 for detailed customer service information.

#### **Dining services schedules during the special floating holidays:**

- The Athenaeum will be closed to members and their guests for breakfast, lunch and dinner from December 25, 2008 through January 4, 2009. Only the hotel operations will be open during this same period. The Dining Room will be open on January 1, 2009 only for scheduled private events.
- The Caltech Convenience Store (C-Store), located adjacent to the Chandler Dining Hall, will be open from 8 a.m. to 5 p.m. on December 29, 30, 31. Coffee will be available.
- Chandler, Broad, and the Red Door will be closed.
- JPL Dining Services will be open only in Café 167 and Café 303 (JPL) which will have a limited Regularly Scheduled Day Off (RDO) menu.

#### **Campus services that will be available during the special floating holidays:**

- In accordance with normal holiday/weekend schedules, all exterior doors on campus buildings will be locked during the holidays and special floating holidays.
- Campus Bookstore, Caltech Wired, and the JPL Store will be closed.
- Central Plant will be staffed to maintain all required utilities and to dispatch personnel for maintenance emergencies. Central Plant can be reached at ext. 6571 or ext. 4717.
- Chauffeur service: If chauffeur service is required between December 25, 2008 and January 4, 2009, please make arrangements prior to December 24, 2008. The reservations office will not be staffed during the special floating holidays.

- Computing support: While IMSS will not maintain on-campus staffing during the holiday break, they will have on-call staffing available for high priority computing issues. If you need emergency computer assistance during the holiday break, please e-mail our temporary on-call address, [holidayhelp2008@caltech.edu](mailto:holidayhelp2008@caltech.edu), or call ext. 3500 for additional contact options.
- Custodial Services will be minimally staffed from 5 a.m. to 8 a.m. for spot cleaning and for those groups that have made prior arrangements. Since in most cases wastebaskets will not be emptied between December 25 and January 4, **please do not leave food waste in trash cans when you leave for the holidays. It may attract insects and rodents.**
- Development Office will be available to process year-end gifts. The Development Office is located on the fifth floor of the Millikan Library and will be open during regular business hours on December 26, 29, 30, and 31. For additional information, please contact the Development Hotline at ext. 4863 or email [krojas@dar.caltech.edu](mailto:krojas@dar.caltech.edu)
- Libraries: Sherman Fairchild, Millikan, and Dabney libraries will be accessible only by Caltech ID card swipe from 9 a.m. to 6 p.m. December 26 - 31. All libraries will be closed on January 1. On January 2, Millikan and Dabney Libraries will be accessible from 9 a.m. - 1 p.m. only by Caltech ID card swipe. The Sherman Fairchild Library will open at 9 a.m. on January 2 and will be accessible only by Caltech ID Swipe. On Saturday, January 3, Millikan, Dabney and Sherman Fairchild libraries will resume normal schedule. For additional library information, please see: [http://library.caltech.edu/about/hours/sfl\\_hours.php](http://library.caltech.edu/about/hours/sfl_hours.php)
- Liquid nitrogen and gas cylinder delivery: Central Warehouse will be minimally staffed and will not be making regular deliveries. If a requirement for liquid nitrogen or gas cylinder delivery is anticipated, please notify the Central Warehouse staff at ext. 4891 **prior to December 24, 2008.**
- Mail Services (ext. 6371) will be staffed from 6 a.m. to 10 a.m., but will not make regular deliveries unless prior arrangements have been made.
- Post Office/FedEx area will be staffed from 11 a.m. until 2 p.m. on the special floating holidays.
- Safety Office is available 24/7 at ext. 5000 for all emergencies.
- Security will be open around the clock and is available for emergencies at ext. 5000 and for routine calls at ext. 4701. Security will contact appropriate personnel to respond to emergencies (safety, service mechanic, custodial, etc.).
- Shipping and Receiving (ext. 4893) will be minimally staffed and will not make regular deliveries unless prior arrangements have been made.
- Many services, although not staffed, will leave voice mail messages that provide phone numbers of individuals who may be contacted in the event of an emergency.
- Divisions and departments that are service providers will make decisions about whether those services will be staffed on the special floating holidays, and if so, at what level. Please check with your division or department regarding plans for coverage during the special floating holidays.