Time-Off Guidelines for Volunteers
Recognition Event for December Graduates

VOLUNTEERS – Paid Time Off (PDL)

The Commencement Committee acknowledges volunteers who help at the University Recognition Event for December Degree Candidates on Saturday, 12/16/17, and provides volunteers with a confirmation for supervisors to ensure that volunteers are appropriately recognized by following these arrangements.

All regular full-time non-exempt, part-time non-exempt, temporary staff who are benefits-eligible, and exempt staff, who volunteer at the University Recognition Event for December Degree Candidates on 12/16/17, will be granted paid time off equivalent to one-half his/her standard work day.

ALL volunteers should inform their immediate supervisor of their decision to volunteer. The paid time off, which must be used by June 30, 2018, should be scheduled so as not to disrupt normal work activities and must be approved by the volunteer's immediate supervisor.

Note: Volunteers should not enter time in the time collection system for hours spent volunteering on Saturday, 12/16/17, and no time will be reflected in Kronos.

Non-exempt staff using the paid time off should enter PDL (paid leave) in the time collection system for the day it is used. Detailed procedures on time collection will be provided to all Payroll Representatives. Exempt staff should indicate their paid time off according to the procedure established within their department to track time off.

If you are a Cornell University temporary employee but are not benefits-eligible, a Cornell University retiree, a County Extension Association employee, or a non-Cornell University employee, these paid time off guidelines do not apply. However, you may enjoy the breakfast refreshments and receive a thank you gift from the Commencement Office for volunteering at the event.

ORIENTATION MEETING

All volunteers for the University Recognition Event are expected to attend orientation as follows:

- ALL volunteers:
  Saturday, December 16, 2017
  8:00am-8:30am
  Barton Hall

- ALL volunteers will then go to their assignments by 8:45am until approximately noon.

EMPLOYEES WHO WORK DURING RECOGNITION EVENT – Paid

If non-exempt employees are not assisting in an entirely voluntary capacity, then they must be paid for all hours worked during the University December Recognition Event, regardless of whether those hours fall outside their normal work schedules and/or result in overtime. In this case, a non-exempt employee must enter their time worked in the time collection system for December 16, 2017, and they will not receive the paid one-half day off.

Please contact Lauran Jacoby, Workforce Policy and Labor Relations, 607-255-6894, with any questions.