



## Marshall University Half-Day Closure Frequently Asked Questions

1. **Why is the university closing early on March 19?**

Governor Patrick Morrisey issued a proclamation granting a full-day holiday for state employees on January 2, 2026. Because Marshall University was already closed during that time, the university will observe the additional holiday during spring break. As a result, Marshall will close at 12:00pm on Thursday, March 19, 2026, and reopen at 8:00am on Monday, March 23, 2026.

2. **How many hours do employees work on March 19 before the holiday begins?**

For a half-day closure announced by the Governor, full-time employees are expected to work half of the standard 7.5-hour workday, which equals 3.75 hours.

3. **Is the 3.75 hours based on the noon closing time?**

No. The 3.75-hour work requirement is based on the university's half-day holiday standard, not on individual shift start times or the administrative office closing time.

4. **What if my normal work schedule starts later in the morning?**

Employees whose work schedules begin later in the morning (for example, 8:30 a.m. or 9:00 a.m.) are still expected to work **3.75 hours**, unless otherwise directed by their supervisor.

5. **How will hourly employees be paid?**

Hourly employees will be paid for **all hours actually worked**. If operational needs require an hourly employee to work more than 3.75 hours on March 19, they will be compensated for the additional time worked.

6. **What if a department wants everyone to leave at exactly 12:00 p.m.?**

Supervisors may adjust schedules so that full-time employees begin their shifts **at or before 8:15 a.m.** to allow the full **3.75 hours** to be worked prior to the noon closure.

7. **What if my department must remain open or provide essential services?**

Supervisors may adjust schedules as necessary to ensure operational coverage. Employees will be compensated for any hours worked in accordance with university pay policies.