**The break even point for 9/12 employees terminating after the beginning of the second semester is the 1/13/12 pay day.**

**Employees changing employment status between 7/1/11 - 12/25/11 will be responsible for repaying the University excess payments received.**

**Return from Leave Without Pay**

**The effective date for 9/12 employees returning from a leave without pay status is Friday, December 30, 2011.**

**Each semester is equivalent to 1/2 an individual's yearly contract amount–however, because the fiscal year is 261 days (not divisible by 2), 1/2 day should be reported for 12/30/11 (actual hours based on FTE)--this translates to 4.5 days for the period of 12/26/11 - 12/30/11.**

**Status Changes**

Employees changing employment status between 7/1/11 - 12/25/11 will be responsible for repaying the University excess payments received.

The break even point for 9/12 employees terminating after the beginning of the second semester is the 1/13/12 pay day.