Below are common questions and answers concerning the special release days at the end of the year. Please note that JPL will be open during the campus special release days. The special release days are December 29, 30, and 31, 2015. The holidays during this period consist of one floating holiday on December 28, 2015. December 25, 2015 and January 1, 2016 are Institute holidays. December 28, 2015 is a designated floating holiday. January 4, 2016 will be the first work day in 2016.

<table>
<thead>
<tr>
<th>Q.</th>
<th>A.</th>
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<tr>
<td>1. What does observing the Institute’s “special release days” on December 29, 30, 31, 2015 mean?</td>
<td>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.</td>
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<tr>
<td>2. Is JPL closed during the campus special release days?</td>
<td>No. JPL does not observe special release days and will be open on December 29, 30 and 31.</td>
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<td>3. Will the same policy that applies to Caltech’s regular holidays apply to the special release days?</td>
<td>Although there are many similarities, the special release days will be treated somewhat differently than regularly observed holidays. The information provided below covers most of those differences.</td>
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<tr>
<td>4. What happens if my supervisor schedules me to work on one or more of the special release days?</td>
<td>If you are asked to work on a special release day, you will be granted another day off with pay on or before February 29, 2016.</td>
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<tr>
<td>5. What if a special release day falls on my regular day off?</td>
<td>Similar to the way regular holidays are handled, you will be provided an alternative day off, with pay, on or before February 29, 2016.</td>
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</tbody>
</table>
| 6. What happens if schedules make it impossible to grant the alternative day off? | Although we anticipate that in most cases it will be possible to grant an alternative day off, with pay, on or before February 29, 2016, there may be some cases where that does not happen. In those cases, you will be paid holiday pay equivalent to your regular work schedule and straight time for the hours worked, up
to eight hours, for any time you work on a special release day. For any hours you work in excess of eight, you will be paid premium time as defined by Caltech policy. Unlike the scenario in Item 4 above, you will not be eligible to receive an alternative day off.

7. Q. How will the special release days be handled if I work a non-standard work schedule?
   A. In cases where the special release day falls on a regular work day and the employee does not work, that day will be handled like any other holiday. If a special release day falls on the employee’s scheduled day off, please contact either the Payroll Office (626-395-2626) or Leave Administration (626-395-8382) to discuss how to handle the special release day that involves a non-standard work schedule.

8. Q. What if I am asked or called in to work a partial day on a special release day?
   A. You will be paid holiday pay equivalent to your regular work schedule and straight time for the hours worked.

9. Q. If I am scheduled to work on a special release day, but am sick
   A. You will be paid sick time for the hours you were scheduled to work on the special release day, but you will not receive pay for the special release day.

10. Q. If I am scheduled to work on a special release day, can my alternative day off come prior to the scheduled work day?
    A. No, the alternative day off must be taken after the special release day and before February 29, 2016.

11. Q. When and how can I get my paycheck before the special release days?
    A. Paychecks will be available on regularly scheduled pay days; bi-weekly employees will be paid December 31, 2015 and all monthly employees will be paid December 24, 2015.

If you receive a paper check, you can pick it up at Mail Services between 10 a.m. and 1 p.m. on pay day. After 1 p.m., your check will be mailed to your mailing address. However, Mail Services cannot deliver paper checks that use the Caltech address and a
mail code as a mailing address (e.g., 1200 E. California Blvd., MC 169-84).

Bi-weekly and monthly paychecks addressed to a Caltech mail code, that are not picked up at Mail Services on the scheduled pay days, will be returned to HR for pickup after the holidays.

12. Q. If I need to work, will childcare services be available?
A. Please inquire with the Child Educational Center at JPL (CEC), the Cooperative Preschool at Caltech, or the Children’s Center at Caltech (CCC) for their schedules during this period.

13. Q. What if an international employee or international student needs a travel signature on his/her immigration documents, will it be available?
A. A missing travel signature is not considered an emergency.

F and J students and scholars will be able to return to the United States without the signature. In an emergency, international students and scholars can contact an international advisor by calling Security at 626-395-5000.

14. Q. What do we do if there is a work injury and an employee needs medical attention?
A. Contact Security at 626-395-5000 to coordinate medical treatment. Also, report the injury by leaving a message for the Disability and Leave Administration Unit at 626-395-3092. Your call will be returned by one of the staff members as soon as possible.

15. Q. What should I do if I have difficulty using my benefit plan coverage during the special release days?
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 as soon as possible. You may also secure assistance by calling the customer service number on your medical or dental identification card.
Campus and JPL Services During Special Release Days
Please refer to the specific department’s website for information on services that will be available during the special release days.

Facilities - 2015 Special Release Days Notices
Please refer to the Facilities Department’s website for information on services that will be available during the special release days.

Security
Campus Security will remain in normal operations (24/7) during the Special Release Days.