

## Modifications to Paid Time Off (PTO) Policy for PAO and PAU Staff

Effective August 23, 2009

This document identifies the modifications to the university personnel policy “Paid Time Off (PTO) Policy” (<http://www.indiana.edu/~uhrs/policies/nonunion/10.0/10.6.html>) for PAO and PAU Staff who have moved to a biweekly payroll schedule. Only the provisions of the existing policy impacted by this change of payroll schedule are addressed in this document. All other provisions of the personnel policy apply equally to PAE, PAO, and PAU Staff and remain in full force and effect.

### PTO Accruals

**PTO accruals are based on the following table:**

PAO and PAU Staff

University Service	PTO Accrual	Annual Equivalent Accrual
Up to the first 60 months	9.24 hours per biweekly pay period	240 hours
On and After 60 months	11.08 hours per biweekly pay period	288 hours

#### When PTO is accrued:

For PAO and PAU Staff, PTO is accrued at the end of the biweekly pay period and is available to use on the first workday of the next biweekly pay period.

#### Accruals at the beginning and end of employment:

For PAO and PAU Staff, in the first and last biweekly pay period, the amount of PTO accrued is prorated based on the number of hours in pay status in that pay period.

#### Accrual of PTO based on amount of time in pay status:

For PAO and PAU Staff, the amount of PTO accrued in a biweekly pay period is prorated based upon the amount of time in pay status in the pay period.

#### Increase in PTO accrual rate at 60 months of University service:

PAO and PAU Staff begin to accrue 11.08 hours per biweekly pay period at the end of the pay period in which the 60<sup>th</sup> month of University service is completed

## **PTO Usage**

### **When PTO may be used:**

For PAO and PAU Staff, PTO may only be used after the end of the biweekly pay period in which it is accrued. PTO accrued in a biweekly pay period can not be use in the pay period in which it is accrued.

### **Maximum usage of PTO in a year:**

For PAO and PAU Staff, the maximum usage of PTO in the 26 consecutive biweekly pay periods beginning with the pay period in which January 1<sup>st</sup> falls and continuing through the last full pay period in December is equal to 240 hours or 288 hours prorated by their FTE. If an employee's FTE changes during the year, the maximum usage of PTO in that year is based on the higher FTE. Employees may use 288 hours in the year in which the 60th month of University service is completed.

## **Recording PTO Usage**

At the end of each month for PAE Staff and at the end of each biweekly pay period for PAO and PAU Staff, the supervisor and employee are to review the record to confirm its accuracy and make any necessary corrections.

## **Year-End Unused PTO Accrual Balances**

Employees may carry over 288 hours at the end of the year in which the monthly accrual rate increases to 24 hours for PAE Staff and the biweekly accrual rate increases to 11.08 hours for PAO and PAU Staff.

**NOTE:** *All other provisions of the personnel policy "Paid Time Off (PTO) Policy" (<http://www.indiana.edu/~uhrs/policies/nonunion/10.0/10.6.html>) apply equally to PAE, PAO, and PAU Staff and remain in full force and effect.*