

Supplement to PB Time Off Plan for PAO Employees

Effective August 23, 2009

This is a supplement to the university personnel policy “Paid Time Off for Staff in the PB Time Off Plan” (<http://www.indiana.edu/~uhrs/policies/nonunion/10.0/10.7.html>) for PAO employees in the PB time off plan 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 supplement. All other provisions of the personnel policy apply equally to PAE and PAO Staff in the PB time off plan and remain in full force and effect.

Vacation Accrual

PAO Staff with this amount of university service credit	Accrue this amount of vacation for every 80 hours in pay status in a biweekly pay period	Annual equivalent of this amount of vacation hours
30 or more years	6.16 hours	160 hours

Honorary Vacation Accrual

PAO Staff with 15 or more years of university service credit accrue 40 hours of Honorary vacation each year at the end of the pay period in which January 1st falls.

Rules for using Vacation

1. PAO Staff must report the actual number of hours used, including tenths of hours.
2. PAO Staff may use a maximum of 200 hours of vacation in the 26 consecutive biweekly pay periods beginning with the pay period in which January 1st falls and continuing through the last full pay period in December.

Rules for using Honorary Vacation

1. PAO Staff must report the actual number of hours used, including tenths of hours.
2. PAO Staff may use a maximum of 480 honorary vacation hours in the 26 consecutive biweekly pay periods beginning with the pay period in which January 1st falls and continuing through the last full pay period in December.

Use of Bonus Holidays

1. PAO Staff must report the actual number of hours used, including tenths of hours.

Accrual of Income Protection Time

1. Full-time PAO Staff accrue 3.7 hours of income protection time per 80 hours of pay status each biweekly pay period. This results in a maximum earning of 96.2 hours in the 26 pay periods beginning with the pay period in which January 1st falls and continuing through the last full pay period in December.

Use of Income Protection Time for Personal Affairs

1. PAO Staff may use up to 24 hours of Income Protection Time per calendar year charging the time in actual hours to the nearest tenth of an hour.

Funeral leave

1. PAO Staff have up to 24 hours of paid funeral leave time off for funerals and matters related to the death of certain relatives, reporting the actual number of hours taken, including tenths of hours.
2. PAO Staff may be excused with pay to take additional time off beyond the funeral leave benefit. Such time must be charged to paid time off benefits reporting the actual number of hours used, including tenths of hours. PAO Staff may also take the additional time off without pay, reporting the actual number of hours taken, including tenths of hours.

NOTE: All other provisions of the personnel policy "Paid Time Off for Staff in the PB Time Off Plan" (<http://www.indiana.edu/~uhrs/policies/nonunion/10.0/10.7.html>) apply equally to PAE and PAO Staff in the PB time off plan and remain in full force and effect.