

TO: PAO and PAU Staff

From: University Human Resource Services

Date: October 14, 2009

Subject: Year end use of Paid-Time-Off (PTO) for PAO and PAU Staff in December, 2009

The transition in August from monthly paid to biweekly paid has had an impact on the year-end PTO usage for PAO and PAU Staff. Below is a description of that impact and the resolution that has been developed to resolve it.

Background

All PA Staff have a full year in which to use the annual limit of PTO; 240 or 288 hours.

- For PAE Staff, the year is the “monthly payroll year” of 12 months starting January 1st and ending December 31st.
- For PAO and PAU Staff, the year is the “biweekly payroll year” of 52 weeks starting with the beginning of the pay period in which January 1st falls and ending with the last full pay period in December. In 2009, the biweekly payroll year ends on December 26th. The 2010 biweekly payroll year begins on December 27, 2009 and ends 52 weeks later on December 25, 2010.

The Impact of the Change

The transition year of 2009 is a one time exception for the PAO and PAU Staff having a full year to use the annual limit of PTO. The 2009 payroll year for PAO and PAU Staff began on January 1st and ends on December 26th.

The impact is that Staff who reach December 26th with more than the annual limit of 240 or 288 hours of PTO accrued and had planned on using PTO for the last four days of December can not carry those extra hours into the 2010 payroll year as PTO. Both University policy and the programming for TIME limit the carry over into the new year to 240 or 288 hours. And usage of any PTO after December 26th will count towards the annual limits for 2010.

The Resolution

For 2009 only, the following applies to PAO/PAU Staff

- 1) The existing transfer limit of 96 hours from PTO to the PTO Sick Bank will be increased by an additional 32 hours to account for the 4 days of PTO that would have been used at the end of this December. The maximum amount that can be transferred from PTO to the PTO Sick Bank will be 128 hours.
- 2) PAO and PAU Staff will be able to use up to 32 hours of the time in the PTO Sick Bank for PTO during the last four days of this December. FMS-Payroll has established a one-time code to use for these 32 hours from the PTO Sick Bank to clearly distinguish that they represent PTO and not sick time. This code will not be available to use for time off after December 31, 2009.
- 3) PAO and PAU staff wishing to use PTO Sick Bank time to cover time away from work for the last four days of December should inform their supervisors by December 24th so that the appropriate code can be entered before processing the payroll for that period.

- 4) Hours transferred to the PTO Sick Bank and NOT used for PTO between December 26th and December 31st will remain available for use to the employee following the existing guidelines for use of time in the PTO Sick Bank.
- 5) In future years, PAO and PAU Staff will have the full 52 weeks of the biweekly payroll year to use their annual limit of 240 or 288 hours of PTO.