



UNIVERSITY
HUMAN RESOURCE
SERVICES

MEMORANDUM

To: Deans, Directors, and Department Heads
IUB and UA Units Located in Bloomington

From: University Human Resource Services

Date: April 11, 2002

Subject: IU Paid Time Off Program for Nonexempt Staff Employees

The extended effort to simplify the paid time off program for all nonexempt Staff employees of IU is now complete. This IU Paid Time Off Program will go into effect for all eligible nonexempt Staff on May 12, 2002.

Over one year ago, a University-wide committee was charged with the task of simplifying the existing paid time off program for nonexempt Staff. The current program consisted of five categories of time off, each with its own set of rules, making it difficult and time consuming to understand as well as manage. The revised time off program will consist of three categories of paid time off: Vacation Time, Income Protection Time (Sick Time) and Other Time Off.

Once fully implemented, the new program should make life easier for everyone involved. For example, under the new simplified program: management will be able to better predict staffing needs; employees will have greater flexibility; and record keepers will see a reduction of paperwork and calculations.

Under the new program, employees will continue to accumulate the same amount of paid time off as they did in the old program, and there will be no reduction in terminal pay benefits.

The following are distinguishing features of the program:

- Vacation, honorary vacation, and bonus holidays will be combined into one plan: Vacation Time.
- Income protection (sick time) accruals will remain in a separate Income Protection Time category.
- Employees will accrue vacation and income protection time each pay period. As is the case now, there will be no limit on how much time an employee can accumulate, and there will be no changes in rules about terminal pay limits.
- Employees will follow current guidelines for requesting absences.
- Vacation and Income Protection accruals will be eligible for use following receipt of the first paycheck.

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- The nine official University holidays will remain the same with no change in the rules associated with them.
- Time off for special events such as funerals/bereavement, adverse weather and working conditions, military leave, jury and court duty, and voting will remain the same.
- Family Medical Leave (FMLA) and compensatory time are not affected.

Over the next month, a number of important activities will take place, the first of which is the launching of an information web site at www.indiana.edu/~uhrs/. Later this month, information sessions will be conducted for all relevant supervisors and Staff to learn about details of the program. By the end of May, each nonexempt Staff employee will receive an individualized conversion report that will detail how his or her vacation, honorary vacation, and bonus holiday time has been totaled and converted to Vacation Time. Accumulated sick time will become the starting balance for an employee's Income Protection Time plan.

It is anticipated that this time off program, in conjunction with the new Human Resources Management System (HRMS), will help the University move to a paperless time and attendance system in a self-service environment. Employees would then be able to electronically submit their own time sheets, access time-off balances online, and request time off from their office desktops.

Please join in the University's commitment to this progressive program by familiarizing yourself and having supervisors in your area familiarize themselves with the information presented at www.indiana.edu/~uhrs/.

The attached brochure will be distributed to all nonexempt Staff. The above mentioned information sessions will be announced shortly.

Attachment