

Human Resources **Announcement**

For Bloomington Employees, Managers, and Department Heads

Year-End Pay Dates and Paid Time-Off Accruals Staff Employees

Holiday Season December 2009/January 2010

A. Year-End Pay Dates

For Support, Service, and PAO and PAU Professional Staff, the last pay date of 2009 is December 24, 2009, for time worked between November 29, 2009 and December 12, 2009.

PAE Professional Staff will receive pay for work during December 2009 on January 4, 2010.

B. Use of Unused 2008 Holiday Hours Accruals

Holiday accruals from 2008 must be used by the end of the last pay period of 2009:

- For Support, Service, and PAO and PAU Staff, Holiday time-off earned in 2008 must be used by December 26, 2009.
- For PAE Staff, Holiday time-off earned in 2008 must be used by December 31st, 2009.

C. Use of Accrued Paid Time-off During Departmental Closings

Paid holidays for Christmas Day and New Year's Day will be Friday December 25th and Friday January 1st, respectively. To receive pay for the time a department is closed between these dates, Support and Service Staff must use accrued Vacation hours or accrued Compensatory time-off; PAO and PAU Staff must use PTO or accrued Compensatory time off; and PAE Staff must use accrued PTO.

Service and Support Staff cannot use Income Protection time and Professional Staff cannot use PTO Sick Bank time to cover this time unless the reason for doing so qualifies under the provisions of the Personnel Policies governing these categories of paid time-off.

D. Borrowing Future Vacation or PTO Accruals

A new employee hired after June 30 may not have accrued sufficient time off to cover the closing of a department between Christmas and New Year. In this case, the employee may borrow against future accruals of Vacation hours or PTO. This is the only time in which borrowing against future accruals is allowed. (Employees should contact their departmental payroll specialist for instructions.)

- As soon as the employee earns Vacation or PTO accruals, the borrowed time is charged against the accrued time.
- If the employee separates from University employment before earning the borrowed time, the employee's final paycheck will be adjusted accordingly.

Contact UHRS at 856-6047 or FMS at 855-0375 for questions.

University Human Resource Services
November 18, 2009