

Human Resources **Announcement**

For Employees, Managers, and Department Heads

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

Holiday Season December 2017 / January 2018

A. Year-End Pay Dates

- For Support, Service, PAO and PAU Professional Staff, the last pay date of 2017 is December 29, 2017, for time worked between December 3, 2017 and December 16, 2017.
- PAE Professional Staff will receive pay for work during December 2017 on January 2, 2018.

B. Use of Unused 2016 Holiday Accruals

Unused Holiday accruals from 2016 must be used by the end of the last pay period of 2017.

- For Support, Service, PAO and PAU Staff, Holiday time off earned in 2016 must be used by December 30, 2017.
- For PAE Staff, Holiday time off earned in 2016 must be used by December 31, 2017.

C. Use of Accrued Time Off During Departmental Closings

Paid holidays for Christmas Day and New Year's Day will be Monday, December 25, 2017, and Monday, January 1, 2018, respectively. To receive pay for the time when a department may be 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;
- 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 Human Resources University Policies governing these categories of accrued time off.

D. Borrowing Future Vacation or PTO Accruals

Support and Service Staff employees hired after June 30, and Professional Staff employees hired October 1 or later, may not have accrued sufficient time off to cover the closing of a department between Christmas and New Year's Day. In this case, employees 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 an employee earns Vacation or PTO accruals, the borrowed time is charged against the accrued time.
- If an employee separates from University employment before accruing the borrowed time, the employee's final paycheck will be adjusted accordingly.
- Employees hired before these dates who do not have sufficient accruals to cover the holiday closing will take the time off as absence without pay.

Contact IU Human Resources at (812) 856-1234 or your campus payroll office for questions.

*IU Human Resources
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This and previous announcements are available at hr.iu.edu/news/announcements.htm.

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