

# Human Resources **Announcement**

For Employees, Managers, and Department Heads

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

Holiday Season December 2018/January 2019

### A. Year-End Pay Dates

- For Support, Service, and PAO & PAU Professional Staff, the last pay date of 2018 is December 28, 2018, for time worked between December 2, 2018 and December 15, 2018.
- PAE Professional Staff will receive pay for work during December 2018 on January 2, 2019.

### B. Use of Unused 2017 Holiday Hours Accruals

Unused Holiday accruals from 2017 must be used by the end of the last pay period of 2018.

- For Support, Service, and PAO & PAU Staff, Holiday time-off earned in 2017 must be used by December 29, 2018.
- For PAE Staff, Holiday time-off earned in 2017 must be used by December 31, 2018.

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

Paid holidays for Christmas Day and New Year's Day will be Tuesday, December 25, 2018, and Tuesday January 1, 2019, respectively. A department may close between these dates (*Holiday Closing*) or beyond.

During such closing, Staff may use accrued paid time off as follows:

- Support and Service Staff may use accrued Vacation hours or accrued Compensatory time-off. PAO & PAU Staff must use PTO or accrued Compensatory time off; PAE Staff must use accrued PTO.
- Support and Service 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 Policies governing these categories of paid time-off.
- Staff employees who do not have sufficient accruals to cover the department closing will take the time off as absence without pay. With the exception of the below.

### 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 (*Holiday Closing*). 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.
- Employees will not be able to borrow from future accruals under the following circumstances:
  - Employees who were hired before the June 30 or Oct 1 dates.
  - To cover time off due to department closings that extend beyond the *Holiday Closing*.
- Employees who do not have sufficient accruals will take the time off as absence without pay.

Contact IUHR at [askhr@iu.edu](mailto:askhr@iu.edu) or (812) 856-1234 or contact FMS at (812) 855-0375 for questions.

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