

# 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 2019/January 2020**

- **Year-End Pay Dates**

- For Support, Service, and PAO & PAU Professional Staff, the last pay date of 2019 is December 27, 2019, for time worked between December 1, 2019 and December 14, 2019.
- PAE Professional Staff will receive pay for work during December 2019 on January 2, 2020.

- **Use 2018 Holiday Time Off**

Holiday time off from 2018 must be used by the end of the last pay period of 2019.

- For Support, Service, and PAO & PAU Staff, Holiday time-off earned in 2018 must be used by December 28, 2019.
- For PAE Staff, Holiday time-off earned in 2018 must be used by December 31, 2019.

- **Use of Accrued Paid Time-off During Office Closings**

Paid holidays for Christmas Day and New Year's Day will be Wednesday, December 25, 2019, and Wednesday, January 1, 2020, respectively. A unit 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 vacation hours or compensatory time-off. PAO & PAU Staff may use PTO or compensatory time off; PAE Staff may use PTO.
- Accrued time off used during an office closure does not count toward the maximum usage limit for vacation or 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 the time off qualifies under the provisions of the Human Resources Policies governing these categories of paid time-off.
- Staff employees who do not have sufficient paid time off accruals to cover the office closing will take the time off as absence without pay and with time off accruals.

- **Borrowing Vacation or PTO Accruals During Office Closings**

Support and Service Staff employees hired after June 30, 2019 and Professional Staff employees hired October 1, 2019 or later, may not have accrued sufficient time off to cover the closing of a unit. Should a unit close between end of the Fall semester and the beginning of the Spring Semester, the employee may borrow against future accruals of vacation hours or PTO with unit authorization.

- This is the only time in which borrowing against future accruals is allowed.  
Employees should contact their unit 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.
- An employee may not borrow against future accruals to cover time off if the office remains open. With supervisory approval, they may take time off without pay and without benefit accruals.

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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