PTO Rollover for Professional Staff
Information & Instructions

Due to Covid-19, there is no limit to the number of PTO hours that professional staff may allocate to the PTO Sick Leave account on a one-time basis. Hours in the PTO Sick Leave account can be used to cover absences for personal and family medical needs. This will be consistent for both biweekly and monthly professional staff. See the information and instructions below for details.

Automatic roll over: PTO balances in excess of the maximum carryover amount will be automatically rolled over to the Sick Leave account.

For all employees with a PTO balance exceeding their maximum carryover amount, in early January, ePTO or Kuali TIME will automatically roll over any amount of PTO exceeding that maximum carryover amount. No action is required by employees.

- Professional staff with 0-60 months of university service credit have a maximum PTO carryover amount of 240 hours.
- Professional staff with more than 60 months of university service credit have a maximum PTO carryover amount of 288 hours.

You are not obligated to, but you may:

a. Additional rollover into Sick Leave account is available for those who exceeded the maximum PTO carryover amount:

Employees are not obligated to roll over any additional PTO hours to their Sick Leave account once they are at the maximum carryover amount. However, they may choose to roll over up to the full balance of their PTO account if they wish.

Example: At the end of the year, an employee has 400 PTO hours (their maximum carryover is 240 hours). 160 PTO hours will automatically roll over to the employee’s Sick Leave account. This employee has the option to roll over any additional amount of the remaining PTO account to their Sick Leave account, up to the full PTO balance of 240 hours.

How to request additional PTO to Sick Leave account rollover:

- In ePTO, PAE: After the December, 2020 ePTO calendar is approved, monthly paid employees will log into the ePTO system and add any additional PTO hours they wish to roll over to their Sick Leave account outside of any automatically rolled overages.
- In Kuali TIME, PAO or PAU: In early January, 2021, biweekly paid employees using Kuali TIME should work with their supervisors and University Controller’s Office (UCO) if they wish to submit requests to roll over additional PTO hours (not automatically rolled over) to their Sick Leave account.

b. Optional rollover into Sick Leave account is available for those under the maximum PTO carryover amount:

Employees with less than the maximum amount of PTO are not obligated to roll over any PTO hours to their Sick Leave account. However, they may choose to roll over up to the full balance of their PTO account if they wish.

Example: At the end of the year, the employee has 200 PTO hours (their maximum carryover is 288 hours). There would be zero hours automatically rolled over to the employee’s Sick Leave account. The employee has the option to roll over any amount of hours in their PTO account to their Sick Leave account, up to the full PTO balance of 200 hours.

How to request PTO to Sick Leave account rollover:

- In ePTO, PAE: After the December, 2020 ePTO calendar is approved, monthly paid employees will log into the ePTO system and add any PTO hours they wish to roll over to their Sick Leave account.
- In Kuali TIME, PAO or PAU: In early January, 2021, biweekly paid employees using Kuali TIME should work with their supervisors and UCO if they wish to submit requests to roll over PTO hours to their Sick Leave account.

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