



Human Resources **Announcement**

For Employees, Supervisors, and Unit Heads

Changes to Vacation and PTO Usage for 2022

Several changes to Vacation and PTO policies will take effect on January 1, 2022. The changes give staff employees more flexibility in using accrued time off and preventing forfeiture of excess time off balances. Below is a summary of the changes. Full details are available at <https://go.iu.edu/4eKK>.

Annual Usage Limits for Vacation and PTO Hours Eliminated

Beginning January 1, 2022, annual usage limits for Vacation and PTO hours are eliminated. Most Vacation and PTO usage requires advance approval of supervisors—talk to your supervisor about time off requests.

New PTO Half Days for Exempt Staff Employees

Beginning January 1, 2022, exempt staff employees can choose between new half-day or existing full-day PTO increments. The half-day option is ideal for personal errands and appointments that don't require a full day of PTO.

Using half-day PTO (Visit <https://go.iu.edu/4eKK> for details.)

For exempt staff, PTO must be taken in half or full-day increments, not hourly. Exempt staff will enter half or full-day PTO in ePTO. The ePTO system will be updated on January 20, 2022 to allow for the entry of half days (to be applied to calendars January 1 and after). Below is a guide on when to use half or full-day PTO:

- Time off between $\frac{1}{4}$ and $\frac{3}{4}$ of a workday should be entered as a half day.
- Time off for $\frac{3}{4}$ or more of a workday should be entered as a full day.
- Time off for $\frac{1}{4}$ or less of a workday should NOT be entered as PTO.

PTO Sick Leave Rollover Limit Increasing in 2022

Rolling unused year-end PTO into Sick Leave accounts can help staff (including non-exempt non-union PAO and PAU staff) manage larger PTO balances and ensure they have adequate time off to cover absences for personal and family medical needs.

For the 2022 rollover period that takes place from December 2022 to January 2023, the maximum amount of PTO that can be rolled over to Sick Leave is increasing from 96 to 120 hours.

For more information about the changes, please visit <https://go.iu.edu/4eKK>. For questions related to Vacation and PTO usage or these changes, please contact [askHR](#).

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