



Human Resources **Announcement**

For Employees, Managers, and Department Heads

Winter Break Office Closings December 2021/January 2022

Use of Accrued Paid Time Off During Office Closings

Paid holidays for Christmas Day and New Year's Day will be Friday, December 24, 2021, and Friday, December 31, 2021, respectively. A unit may close between these dates or beyond. During such closing, staff may use accrued paid time off as follows:

- Non-exempt staff may use Vacation hours or Compensatory time off. Non-exempt PAO & PAU staff may use PTO or Compensatory time off. Exempt staff may use PTO. Staff in any of these categories may also choose to take the time off as Absent Without Pay and with time off accruals.
- Non-exempt staff cannot use Income Protection Time and exempt staff cannot use PTO Sick Leave to cover this time.
- Staff employees who do not have sufficient paid time off accruals to cover the office closing will either take the time off as Absent Without Pay (with time off accruals) or be permitted to borrow up to 40 hours of time (see next section).

Borrowing Vacation or PTO Accruals During Office Closings

Due to special circumstances, ANY employee who does not have sufficient time off accruals to cover a Winter Break Closing will be permitted to borrow up to 40 hours of time off per the following:

- 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 IU HR at askhr@iu.edu or (812) 856-1234 or the Office of the University Controller at (812) 855-0375 for questions.

September 30, 2021

IU Human Resources • 420 N. Walnut Street, Bloomington, IN 47404 • (812) 856-1234 • askHR@iu.edu • hr.iu.edu
This and previous announcements are available at hr.iu.edu/news/announcements.htm.