



Human Resources **Announcement**

For Employees, Managers, and Department Heads

PTO Rollover Information & Instructions

Exempt Staff and Non-Exempt Non-Union PAO and PAU Staff

Due to the continuing COVID-19 situation, the normal PTO Sick Leave rollover limit of 96 hours is being removed. Any PTO hours that cannot be carried over may be allocated to your PTO Sick Leave. 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 paid 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 Quali TIME will *automatically* roll over any amount of PTO exceeding that maximum carryover amount. No action is required by employees.

- Exempt staff and non-exempt non-union PAO and PAU staff with 0-60 months of university service credit have a maximum PTO carryover amount of 240 hours.
- Exempt staff and non-exempt non-union PAO and PAU 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. have additional PTO hours rolled over into Sick Leave, or
- b. roll over PTO hours into Sick Leave even if you are under your maximum PTO carryover amount.

See below for details on options a or b.

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, exempt staff: After the December, 2021 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 Quali TIME, non-exempt non-union PAO and PAU staff: In early January, 2022**, biweekly paid employees using Quali TIME should work with their supervisors and their department's payroll processor 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, exempt staff: After the December, 2021 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 Quali TIME, non-exempt non-union PAO and PAU staff: In early January, 2022**, biweekly paid employees using Quali TIME should work with their supervisors and their department's payroll processor if they wish to submit requests to roll over additional PTO hours (not automatically rolled over) to their Sick Leave account.

September 30, 2021