



Human Resources **Announcement**

For Employees, Managers, and Department Heads

Year-End Pay Dates & PTO Rollover for Staff Employees December 2021/January 2022

Year-End Pay Dates

- For non-exempt (including PAO and PAU) staff, the last pay date of 2021 is **December 23, 2021**, for time worked between **November 28, 2021 and December 11, 2021**.
- Exempt staff will receive pay for work during December 2021 on **January 3, 2022**.

Use of Unused 2020 Holiday Hours Accruals

Unused Holiday accruals from 2020 must be used by the end of the last pay period of 2021.

- For non-exempt (including PAO and PAU) staff, Holiday time off earned in 2020 must be used by **December 25, 2021**.
- For exempt staff, Holiday time off earned in 2020 must be used by **December 31, 2021**.

PTO Rollover for 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. PTO Sick Leave can be used to cover absences for personal and family medical needs.

The rollover process will be the same as in 2020. Details and instructions are available at hr.iu.edu/news/2021/pto-rollover.html. This information will also be shared in IU publications as the rollover window approaches at the end of 2021.

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This and previous announcements are available at hr.iu.edu/news/announcements.htm.