



Human Resources **Announcement**

For Employees, Managers, and Department Heads

PTO Rollover Information & Instructions

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

At the end of each calendar year, full-time (100% FTE) employees with unused PTO hours can allocate up to 136 of those hours to their PTO Sick Leave account. For part-time employees, this amount is prorated by their position's FTE. PTO Sick Leave hours can be used to cover absences for personal and family medical needs. This is the same for both biweekly and monthly paid staff.

Employees with a PTO balance exceeding the maximum PTO carryover amount will have up to 136 hours automatically rolled over into their Sick Leave account.

For all employees with a PTO balance exceeding their maximum PTO carryover amount: In early January, ePTO or Kuali TIME will automatically roll over any amount of PTO exceeding that maximum carryover amount, up to 136 hours. 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.

Example: At the end of the year, an employee has 400 PTO hours (their maximum carryover is 240 hours). 240 hours of PTO will automatically carryover and 136 PTO hours will automatically roll over to the employee's Sick Leave account. The remaining 24 PTO hours will be forfeited.

Employees are not obligated to but may have additional PTO hours rolled over into Sick Leave account.

Employees, whether or not they have the maximum PTO balance, may choose to roll over up to 136 hours PTO hours into their Sick Leave account.

Example: At the end of the year, an 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 136 hours.

How to request PTO to Sick Leave account rollover:

- In ePTO, exempt staff: After the December 2023, 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, up to 136 hours.
- In Kuali TIME, non-exempt non-union PAO and PAU staff: In early January 2024, biweekly paid employees using Kuali 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, up to 136 hours.

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IU Human Resources • 420 N. Walnut Street, Bloomington, IN 47404 • (812) 856-1234 • askHR@iu.edu • hr.iu.edu

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