



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) staff with unused PTO hours can allocate up to 136 of those hours to their PTO Sick Leave account. For part-time staff, this amount is prorated by their position's FTE. For biweekly and monthly paid staff, PTO Sick Leave hours can be used to cover absences for personal and family medical needs.

Employees with a PTO balance exceeding the maximum PTO carryover amount can have up to 136 hours 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 precalculate the amount of PTO exceeding that maximum carryover amount, up to 136 hours. Employees may adjust the amount down or up to the maximum of 136, then approve the rollover.

- Exempt staff using ePTO: After the December 2024 ePTO calendar is approved, monthly paid employees will log into the ePTO system, adjust and approve any PTO hours they wish to roll over to their Sick Leave account, up to 136 hours.
- Non-exempt non-union PAO and PAU staff using KualI TIME: In early January 2025, 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 (in addition to the precalculated amount) to their Sick Leave account, up to 136 hours.

As a reminder:

- 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 carryover and 136 PTO hours will roll over to the employee's Sick Leave account, once approved. The remaining 24 PTO hours will be forfeited.

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