



Human Resources **Announcement**

For Employees, Managers, and Department Heads

Year-End Pay Dates & PTO Rollover for Staff Employees

December 2024/January 2025

Year-end pay dates

For non-exempt (including PAO and PAU) staff, the last pay date of 2024 is December 20, 2024, for time worked between November 24, 2024 and December 7, 2024.

Exempt staff will receive pay for work during December 2024 on January 2, 2025.

Reminders for staff paid monthly:

- For tax purposes, the last 2024 pay date for those paid monthly will be November 27, 2024.
- The December 2024 paycheck will be paid on Thursday, January 2, 2025. Please take this into consideration if you have automatic withdrawals from your bank accounts and ensure that you have adequate funds to cover them.

Use of unused 2023 Holiday hours accruals

For exempt staff, unused Holiday accruals from 2023 must be used by the end of the last pay period of 2024, which is December 31, 2024.

For non-exempt (including PAO and PAU) staff, Holiday time off earned in 2023 must be used by December 21, 2024.

PTO Rollover for 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 staff employees, this amount is prorated by their position's FTE. PTO Sick Leave can be used to cover absences for personal and family medical needs.

This information and full rollover instructions will be shared in IU publications as the rollover window approaches at the end of 2024. Visit hr.iu.edu/news/announcements.htm for updated information.

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