



## SEPARATION PAY FOR UNUSED TIME OFF ACCRUALS

Staff employees are entitled to receive pay for certain unused paid time off accruals. The pay is at the regular rate of pay when separating voluntarily or involuntarily, whether or not the employee gives or receives notice of separation. See the relevant Time Off policies for details.

### NON-EXEMPT STAFF

Type of time off	Yes	No	Note
Compensatory time	✓		Balance of hours
Holidays	✓		Those which are eligible to use within specific time allowed
Income protection		✓	<b>EXCEPTION:</b> Those with IU Retiree Status & 152 hours or more (or upon death)
Vacation	✓		The previous minimum requirement of six months of university service credit has been removed

### EXEMPT STAFF

Type of time off	Yes	No	Note
Holidays	✓		Those which are eligible to use within specific time allowed
Honorary Vacation (PB)	✓		Maximum of 60 days (480 hours) for 100% FTE
PTO	✓		Balance of hours with no maximum
Sick Bank		✓	<b>EXCEPTION</b> Requirement option 1: <ul style="list-style-type: none"> <li>• Must separate with IU Retiree Status (or upon death)</li> <li>• Be enrolled in PERF or 11.25% IU Retirement Plan</li> <li>• Have 152 hours or more</li> </ul> Requirement option 2: <ul style="list-style-type: none"> <li>• Have 50% of years in service in PERF and then later participation in the 12% IU Retirement Plan</li> </ul>

### NON-EXEMPT PAO & PAU STAFF

Type of time off	Yes	No	Note
Compensatory time	✓		
Holidays	✓		Those which are eligible to use within specific time allowed
Honorary Vacation (PB)	✓		Maximum of 60 days (480 hours) for 100% FTE
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