

BULLETIN NUMBER 49

TO: President, Vice Presidents, Deans, Department Directors, Department Chairs, and All Regular Staff Employees

FROM: Ralph D. Pedersen
Director of Human Resources

Sharon C. Anderson
Manager of Disbursements

DATE: December 10, 2003

SUBJECT: Annual Cutoff and Carry Forward of Paid Time Off (PTO) for Staff Employees

Human Resources Bulletins are published by the Human Resources Department to provide information and guidance to staff, faculty and administrators of the Reynolda Campus. Human Resources Bulletins are accessible through the World Wide Web at:
<http://www.wfu.edu/hr/bulletins>.

1. Reference: Human Resources Policies and Procedures, Section X-4, Paid Time Off (PTO)
2. For **exempt** staff employees the calendar year ends on December 31, 2003, at which time PTO balances greater than one-half the employee's annual accrual are to be reduced to the carry forward limit. The carry forward limits for exempt employees are as follows:

Exempt Staff	1950 Hour Carry Forward Limit	2080 Hour Carry Forward Limit
Less than 5 years	93.75 hours	100 hours
5 years or more, but less than 10 years	112.50 hours	120 hours
10 or more years and Senior Academic and Admin Officers	131.25 hours	140 hours

Note: The above limits are pro-rated for exempt staff scheduled (budgeted) to work less than 1950 hours per year.

- For **nonexempt** staff employees the cutoff will be at the end of the pay period ending January 2nd (which will be paid on January 9, 2004.) Those nonexempt employees with PTO account balances greater than one-half of the employee's annual accrual limit, will have their balances reduced by the Automated Payroll System to the carry forward limit. The carry forward limits for nonexempt employees are as follows:

Non-Exempt Staff	Carry Forward Limit if Paid for 1950 Hours	Carry Forward Limit if Paid for 2080 Hours
Less than 3 years	75 hours	80 hours
3 years or more, but less than 10 years	93.75 hours	100 hours
10 years or more but less than 20 years	112.50 hours	120 hours
20 or more years	131.25 hours	140 hours

Note: The above limits are pro-rated for non-exempt staff paid for less than 1950 hours per year.

- Please note: If a nonexempt employee records PTO leave on his or her timecard without a sufficient leave balance to cover the time recorded, the time will be converted to leave without pay. Leave balances for nonexempt employees who report their time using the WIN system are available on the WIN system for both employees and supervisors to review.
- Questions regarding PTO balances for biweekly paid nonexempt employees may be forwarded to Nancy Lee at leenml@wfu.edu. Questions regarding PTO balances for monthly paid exempt employees should be referred to the employee's supervisor or department head.