Paid Time Off (PTO) is accrued beginning on the employee’s effective date of employment; but for a new employee, it is not available for use until the beginning of the pay period following satisfactory completion of the probationary period. Only PTO hours which have been accrued and reported on the paycheck stub may be used.

PTO is accrued through the last day worked by the employee, regardless of the effective date of the resignation.

The vacation/PTO year is a consecutive fifty-two (52) week period beginning with the pay period for which the first paycheck is issued in July and ending on the last day of the last pay period for which pay will be received by June 30 of the following year. All PTO accrued in a vacation/PTO year must be used before the end of the following vacation/PTO year except balances of less than one (1) hour will be carried forward to the next vacation/PTO year.

Holidays recognized by the University are not counted as part of PTO. Extra pay in lieu of PTO is not allowable.

PTO is to be scheduled in advance and at a time agreeable to the supervisor and in accordance with the needs of the department. PTO may be scheduled in one (1) hour increments; however, the request to use PTO in one (1) hour increments will not be approved by the supervisor if the absence of the employee from the workplace would require that a substitute or replacement be employed.

PTO hours for Service Personnel are earned at the following rates:

- .0461538 of an hour for each hour in a pay status (excluding overtime hours) beginning with the effective date of employment.
- .0692307 of an hour for each hour in a pay status (excluding overtime hours) effective the first pay period following the beginning of the third year of employment.
- .08076915 of an hour for each hour in a pay status (excluding overtime hours) effective the first pay period following the beginning of the eighth year of employment.
- .0923076 of an hour for each hour in a pay status (excluding overtime hours) effective the first pay period following the beginning of the eleventh year of employment.