

BULLETIN NUMBER 32

TO: President, Vice Presidents, Deans, Department Directors, Department Chairs and Reynolda Campus Staff

FROM: Ralph D. Pedersen
Director of Human Resources

DATE: December 11, 2001

SUBJECT: Paid Time Off

1. Reference: Human Resources Policies and Procedures, Section X-4, Paid Time Off (PTO).
2. On January 1, 2002, the University will initiate a program of paid time off that combines vacation leave, sick leave, and personal leave into a single leave "bank" from which staff employees can use time off as they see fit - with appropriate supervisory approval.
3. Paid time off is provided in addition to holidays, civil leave, bereavement leave, and short-term disability (salary continuation).
4. Unused vacation leave balances as of December 31, 2001 will be converted to Paid Time Off (PTO) that becomes available for use as of January 1, 2002. Vacation leave balances to be converted may not exceed the maximum accruals provided for in the current vacation leave policy.
5. Unused sick leave balances as of December 31, 2001 (up to a maximum of 60 days) will continue to be available to staff employees for use as provided for in the former sick leave policy. Use may continue until the sick leave balance is exhausted. This is referred to as "sick leave reserve".
6. Information briefing sessions on Paid Time Off will be presented as indicated below:

Date	Time(s)	Location
Monday, December 17, 2001	1:00 - 2:30 p.m.; 3:00 - 4:30 p.m.	Pugh Auditorium
Wednesday, December 19, 2001	9:00 - 10:30 a.m.; 10:45 a.m. - 12:00 p.m.	Pugh Auditorium

7. Leave balances for all regular full time and part time staff employees who submit time and attendance reports will be maintained in the automated HR/Payroll System (Bitech).
8. Department and office heads are responsible to maintain an auditable leave record for all leave earning exempt employees in their work unit. This record will be used to determine the amount of unused leave for which an exempt employee may be paid-out upon separation.
9. A workshop on a suggested methodology to use in maintaining leave records for exempt leave earning employees will be presented as indicated below for individuals designated by department and office heads to maintain such leave records. Attendance is optional but recommended.

Date	Time(s)	Location
Tuesday, January 15, 2002	9:00 - 10:30 a.m.	Reynolda Hall, Room 101
Wednesday, January 16, 2002	10:00 - 11:30 a.m.; 2:00 - 3:30 p.m.	Reynolda Hall, Room 101

10. Questions that are not answered during the information briefing or the workshop may be forwarded to me at pedersrd@wfu.edu.