

BULLETIN NUMBER 34

TO: Reynolda Campus Non-Exempt Staff

FROM: Ralph D. Pedersen
Director of Human Resources

DATE: February 21, 2002

SUBJECT: Negative Leave Balances

The purpose of this memorandum is to notify you that as of **January 1, 2003**, employees will no longer be paid for leave when they do not have sufficient leave accrued to cover the leave reported. After January 1, 2003, if you report PTO leave or sick leave (reserve) on your timecard without sufficient leave accrued to cover the leave time reported, the paid leave time will be converted to leave without pay. The Payroll Office, Information Systems Department, and Human Resources Department are working together to develop a process whereby nonexempt staff employees will be provided leave accrual balances on a regular basis.

Employees who currently have negative vacation, sick, and/or personal leave balances from 2001 will be contacted in order to make arrangements to eliminate their negative leave balances by December 31, 2002.

cc: Payroll Office