

**BULLETIN NUMBER 36**

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

**FROM:** Ralph D. Pedersen  
Director of Human Resources

**DATE:** July 8, 2002

**SUBJECT:** Notice of University Policy Regarding Loss of Payment for Unused Paid Time Off (PTO) Upon Separation From University Employment

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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>.

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1. References

- a. Labor Ledger, North Carolina Department of Labor, Volume 8, No. 1, January 2000
  - b. Human Resources Policies and Procedures, Section X-4, Paid Time Off
2. Notice, as required by reference a. above, is hereby given that payment for Paid Time Off (PTO) earned but not taken is subject to loss or forfeiture as provided for in paragraph 7 of reference b. above, that reads as follows:

"SEPARATION FROM UNIVERSITY EMPLOYMENT

- a. Upon separation from University employment, a staff employee who has successfully completed six months (180 days) or more of continuous service shall be paid for any PTO earned but not taken, up to the PTO payout limits noted below, except in cases where the separating staff employee has failed to give proper notice of resignation.

- b. Exempt staff employees are expected to provide four weeks (20 working days) notice of resignation and non-exempt staff employees are expected to provide two weeks (10 working days) notice. Notice of resignation is to be provided in writing to the staff employee's immediate supervisor. The supervisor is to acknowledge and accept the resignation notice with a copy to the Human Resources Department. Staff employees may not use PTO time in lieu of notice of resignation. The last day actually worked will be considered the date of separation from the University."

**Payout Limits**

<b>Non-Exempt Staff Service</b>	<b>Payout Limit</b>
Less than 3 years	80 hours
3 years or more, but less than 10 years	100 hours
10 or more years	120 hours
20 years or more	140 hours

<b>Exempt Staff Service</b>	<b>Payout Limit</b>
Less than 5 years	100 hours
5 years or more, but less than 10 years	120 hours
10 or more years	140 hours

3. Forfeiture determinations will be made by the Human Resources Department (Employee Relations Specialist) in coordination with the appropriate supervisor.
4. Questions regarding the payout of PTO may be referred to the Employee Relations Specialist at x4945.