

## BULLETIN NUMBER 40

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

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

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Payroll Manager

**DATE:** October 28, 2002

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

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<http://www.wfu.edu/hr/bulletins>.

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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, 2002, 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 Account Limit	1950 Hour Carry Forward Limit	2080 Hour Account Limit	2080 Hour Carry Forward Limit
Less than 5 years	281.25 hours	93.75 hours	300 hours	100 hours
5 years or more, but less than 10 years	337.50 hours	112.50 hours	360 hours	120 hours
10 or more years and Senior Academic and Admin Officers	393.75 hours	131.25 hours	420 hours	140 hours

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

3. For **nonexempt** staff employees the cutoff will be at the end of the pay period ending January 3<sup>rd</sup> (which will be paid on January 10, 2003.) 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:

<b>Non-Exempt Staff</b>	<b>Account Limit if Paid for 1950 Hours</b>	<b>Carry Forward Limit if Paid for 1950 Hours</b>	<b>Account Limit if Paid for 2080 Hours</b>	<b>Carry Forward Limit if Paid for 2080 Hours</b>
Less than 3 years	225 hours	75 hours	240 hours	80 hours
3 years or more, but less than 10 years	281.25 hours	93.75 hours	300 hours	100 hours
10 years or more but less than 20 years	337.50 hours	112.50 hours	360 hours	120 hours
20 or more years	393.75 hours	131.25 hours	420 hours	140 hours

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

4. Please note that after January 3, 2003, 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.
5. Questions regarding PTO balances for biweekly paid nonexempt employees may be forwarded to Nancy Lee at [leenml@wfu.edu](mailto:leenml@wfu.edu). Questions regarding PTO balances for monthly paid exempt employees should be referred to the employee's supervisor or department head.