

Paid Time Off Accrual Balances

Time off for non-exempt staff is recorded in the Personnel Payroll System. The system credits non-exempt staff members for their Paid Time Off (PTO) accrual on a specific date each month.

The maximum PTO balance you may have at any point in time is 24 days, regardless of how many days you typically accrue per month. In order for the system to calculate the monthly accruals appropriately, PTO requests must be entered in the Personnel Payroll System by a set deadline each month. The schedule below shows these deadlines—as well as the dates on which the Personnel Payroll System will actually update the PTO balances.

This means that if your PTO balance is 24 days and your PTO request has not been entered into the Personnel Payroll System by the request deadline for that particular month, you won't accrue any PTO for that month when the system calculates accruals on the PTO accrual date. However, if your request is reported in the Personnel Payroll System by the request deadline and the request brings your PTO balance below 24 days for that respective month, you'll accrue PTO in accordance with [Policy 607: Paid Time Off](#) on the accrual dates listed below. Note that if your PTO balance is 23 days as of the PTO request deadlines, you'll only receive one PTO day for that month.

Example:

In July 2011, Sam has reached the maximum balance of 24 PTO days. He requests and is approved for three PTO days: July 13-15, 2011. His Business Administrator puts this approved request in the Personnel Payroll System by 3pm on July 25. So, when the system checks the PTO balances, it will see this approved PTO which will bring his total balance for July down to 21 days. Since he is below the 24-day maximum, the system will permit his appropriate PTO accrual for that month. However, if Sam's Business Administrator reports the approved PTO request in the Personnel Payroll System *after* the 3pm deadline on July 25, Sam will not accrue any PTO for July because he is still at the maximum balance.

Paid Time Off Accrual Schedule—January through December 2011

Month	PTO Request Deadline <i>Deadline by which PTO requests must be entered in the Personnel Payroll System in order to affect that month's accrual</i>	PTO Accrual Date <i>Date on which the Personnel Payroll System credits staff members with PTO accrual</i>
January	Jan. 24, 3pm	Jan. 26
February	Feb. 21, 3pm	Feb. 23
March	March 21, 3pm	March 23
April	April 25, 3pm	April 27
May	May 23, 3pm	May 25
June	June 20, 3pm	June 22

July	July 25, 3pm	July 27
August	Aug. 22, 3pm	Aug. 24
September	Sept. 26, 3pm	Sep. 28
October	Oct. 24, 3pm	Oct. 26
November	Nov. 14, 3pm	<i>TBD</i>
December	Dec. 12, 3pm	<i>TBD</i>