

Human Resources **Announcement**

For Employees, Managers, and Department Heads

Holiday Office Closings December 2020/January 2021

Use of Accrued Paid Time Off During Office Closings

Paid holidays for Christmas Day and New Year's Day will be Friday, December 25, 2020, and Friday, January 1, 2021, respectively. A unit may close between these dates (Holiday Closing), including December 24, or beyond. During such closing, staff may use accrued paid time off as follows:

- Support and service staff may use Vacation hours or Compensatory time off. PAO & PAU staff may use PTO or Compensatory time off; PAE staff may use PTO. Staff in any of these categories may also choose to take the time off as absent without pay and with time off accruals.
- Accrued time off used during an office closure does NOT count toward the maximum usage limit for Vacation (use code VNL) or PTO (use code PNL).
- Support and service staff cannot use Income Protection time and professional Staff cannot use PTO Sick Bank time to cover this time unless the reason for the time off qualifies under the provisions of the Human Resources policies governing these categories of paid time off.
- Staff employees who do not have sufficient paid time off accruals to cover the office closing will either take the time off as absent without pay and with time off accruals or may be permitted to borrow up to 40 hours of time (see next section).

Borrowing Vacation or PTO Accruals During Office Closings

For the year 2020, due to special circumstances, ANY employee who does not have sufficient time off accruals to cover a Holiday Closing will be permitted to borrow time off up to 40 hours as per the following:

- This is the only time in which borrowing against future accruals is allowed. Employees should contact their unit payroll specialist for instructions.
- As soon as the employee earns Vacation or PTO accruals, the borrowed time is charged against the accrued time.
- If the employee separates from university employment before earning the borrowed time, the employee's final paycheck will be adjusted accordingly.
- An employee may not borrow against future accruals to cover time off if the office remains open. With supervisory approval, they may take time off without pay and without benefit accruals.

Furloughed Employees

The university understands that some employees may be furloughed and will not be able to use their time off as usual. Please note that these employees will accrue holiday time while they are furloughed.

Contact IUHR at askhr@iu.edu or (812) 856-1234 or FMS at (812) 855-0375 for questions.

*IU Human Resources
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This and previous announcements are available at hr.iu.edu/news/announcements.htm.

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