

Human Resources **Announcement**

For Employees, Managers, and Department Heads

Year-End Pay Dates and PTO Rollover for Staff Employees Holiday Season December 2020/January 2021

Year-End Pay Dates

- For support, service, and PAO & PAU professional staff, the last pay date of 2020 is December 24, 2020, for time worked between November 29, 2020 and December 12, 2020.
- PAE professional staff will receive pay for work during December 2020 on January 4, 2021.

Use of 2019 Holiday Time Off

Holiday time off from 2019 must be used by the end of the last pay period of 2020.

- For support, service, and PAO & PAU staff, Holiday time off earned in 2019 must be used by December 26, 2020.
- For PAE staff, Holiday time off earned in 2019 must be used by December 31, 2020.

PTO Rollover for Professional Staff

Due to Covid-19 related issues this year, any PTO hours that cannot be carried over may be allocated to the PTO Sick Leave account on a one-time basis. Time in the Sick Leave account can be used to cover absences for personal and family medical needs.

*IU Human Resources
October 6, 2020*