



UNIVERSITY POLICY

Personal Time Off

Policy Type: Full-time Staff and Twelve Month Faculty - University Wide
Responsible Office: Human Resources
Effective Date: June 1, 2019

POLICY:

Personal Time Off (PTO) is provided to allow staff members an opportunity to complete personal activities including attending to health care issues during normal scheduled working days without utilizing other benefits or disrupting pay.

PROCEDURE:

Eligibility

All regular nine, ten, and twelve month full-time staff members and twelve month faculty are eligible to participate in the Personal Time Off program. PTO is not available to part-time, occasional and temporary staff members.

PTO benefits are not considered in calculating overtime. In addition, if you are eligible for holiday time off while on PTO, the holiday benefit is paid rather than a PTO day.

Upon approval from your supervisor, PTO time can be used as a supplement when you exhaust your vacation time off. Effective June 1, 2019 personal time off is not eligible for carry over to the next fiscal year.

Benefit Level

At the beginning of every fiscal year records of eligible employees will show an allotment of personal time off of eight (8) days to a maximum of 64 hours (June 1st to May 31st). New eligible employees hired within the fiscal year will receive a pro-rated amount based upon the month hired. If start date is between:

- June 1 and August 20 - 8 days
- August 21 and November 20 - 6 days
- November 21 and February 20 - 3 days
- After February 20 - 0 days

Personal time off may be used in increments of one (1) hour for non-exempt staff and ½ day for exempt staff.

Authorization and Scheduling

Whenever possible, personal time off should be scheduled in advance and must be approved by the supervisor.

Unused personal time off is not paid out at the time of termination.

Two Week Resignation Notice

If a staff member retires or resigns with the requested two week notice, the staff member is required to work the ten (10) days of notice. There will be no vacation, or personal-time-off approved during the two (2) week or ten (10) working days timeframe.

Contact

Department name: Human Resources
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Please note the Human Resources Department may modify this policy with or without notice. Any such modification will be effective immediately upon posting.