



## **The following are frequently asked questions (FAQs) regarding the Paid Time Off (PTO) with Accrual Provisions and Time Recording Policy at Oberlin College**

### **Who is eligible for the PTO plan?**

- This policy applies to full-time or part-time Administrative & Professional Staff and Confidential employees.

### **How much PTO can eligible employees accrue per fiscal year?**

- A&PS and Confidential employees on full-time, 12-month appointments may accrue up to 280 hours (equivalent of 35 days) of PTO per fiscal year.
- A&PS and Confidential employees who begin employment after July 1 of a fiscal year, or who are on less than full-time, 12-month appointments, will accrue PTO time on a prorated basis.

### **When can employees start accruing PTO?**

- Employees begin to earn PTO on July 1 of each fiscal year and may use it as they earn it.
- Employees will be restricted from using any earned PTO within the first forty-five (45) days of employment, unless agreed to prior to being hired and included in the offer letter.

### **Can employees carry forward unused PTO to the next fiscal year?**

- Yes, employees may carry forward up to 120 hours (equivalent of 15 days) of unused PTO time from one fiscal year to the next, with the exception of the first year (July 2023)

### **What happens to any unused PTO hours that exceed the maximum carryforward at the end of the fiscal year?**

- Any hours exceeding the maximum carry forward of 120 hours (equivalent of 15 days) remaining unused in an employee's bank will be forfeited each fiscal year end.

### **Are departing employees paid for unused PTO from prior fiscal years?**

- No, departing employees will be paid for unused PTO earned only in the fiscal year of their departure, up to a maximum of 160 hours (equivalent of 20 days).

**How many hours of PTO can employees bank during the first year of the new PTO program, from July 1, 2023, to June 30, 2024?**

- For the first year, full-time employees who have been employed since July 1, 2022, will begin with 176 hours (equivalent of 22 days) in their PTO bank and may bank up to a maximum of 456 hours (equivalent of 57 days) of PTO.
- A&PS and Confidential employees who begin employment after July 1 of a fiscal year, or who are on less than full-time, 12-month appointments, will begin accruing PTO at a prorated amount.

**Is PTO coordinated with Family and Medical Leave (FMLA) and Short-Term Disability (STD) leave?**

- Yes, employees must utilize, and exhaust all earned available PTO and PTO carry-over time while on FMLA and before transitioning to an unpaid FMLA status (if necessary).
- Individuals who qualify for paid STD leave must utilize and exhaust earned, less 40 hours of available PTO, and accrued PTO before receiving STD pay at 100%.

**Who is responsible for establishing administrative procedures for requesting, approving, and tracking the use of PTO?**

- The Department of Human Resources is responsible for establishing administrative procedures.

**How are A&PS and Confidential employees supposed to report PTO they have used?**

- The college has developed a new online tool that A&PS employees must use to report the PTO they have used each month.
- A&PS will record their time once, at the end of each month that reflects PTO used the prior month.
- Confidential employees will continue to use TimeClock+

**What happens if an employee fails to report PTO time taken or engages in purposeful falsification of time entry?**

- They may be subject to disciplinary action.

**Who should employees contact if they have made errors in reporting PTO?**

- Employees must contact HR and their supervisor if they have made errors in reporting PTO.

**Are there tools for departments to use to allow employees to request PTO?**

- Yes, HR has developed spreadsheets that can be used in shared files for employees to plan for time out of the office. It will also allow supervisors to see all their employees' planned leave, allowing them to best plan for their operational needs.