

MEMORANDUM

TO: A&PS Employees
FR: Joseph Vitale, Chief Human Resources Officer
Maggie Nieves, Deputy Human Resources Officer
RE: New Paid-Time Off (PTO) Program effective 07/01/23
DT: March 22, 2023

On July 1, 2023, Oberlin will introduce a new Paid Time Off (PTO) program that will replace our existing vacation and sick time policies and practices for Administrative & Professional Staff. This program will allow accrued PTO to be used for vacation, personal sickness, family sickness, and other personal, scheduled, and unscheduled activities.

We value the importance of work-life balance, and we believe that this new PTO program will allow our employees to better manage their time and personal responsibilities. Some of the highlights of this new program for A&PS employees include:

- Full-time eligible employees can accrue up to 280 hours (equivalent of 35 days) of PTO per fiscal year, which can be used with prior supervisory approval.
- Fulltime, eligible, 1.0 FTE employees will earn approximately 23.33 hours, reflected at each pay period.
- Full-time, eligible employees will be able to carryover up to 120 hours (equivalent of 15 days) of unused PTO from one fiscal year to the next, with the exception of the first year of the program (i.e., July 2023) .
- The program policy coordinates with [Family and Medical Leave Act \(FMLA\)](#) and [short-term disability \(STD\) leave](#), ensuring the college's compliance with federal law. These details are available within the [PTO policy](#) and within [FMLA](#) and the [STD](#) policies.
- Real-time, monthly accrual of PTO is a part of this program, meaning employees will be able to use their PTO as earned, instead of waiting until the next fiscal year after they have earned it.
- The program establishes a standard method for reporting time off, whereas none existed previously.

When the PTO program takes effect in July 2023, eligible employees will be given PTO hours they earned during the 2022-23 fiscal year, which will appear in their PTO bank on July 1. These days are in lieu of the 15 carryover days possible in future years. For example, an eligible, full time, 1.0 FTE would start with 22 days or 176 hours.

We understand that this is a significant change and may require some adjustments for both supervisors and employees. To help with this transition, we will be providing training tools and materials, including an [FAQ](#), in the coming weeks. These resources will help supervisors and employees better understand the new program and provide guidance on how to properly use and manage the PTO program.

We believe this updated PTO program will benefit our employees and our college as a whole, and we look forward to seeing the positive impact it will have. We would also like to thank A&PS Council for their advice and guidance throughout the development process of this new policy.

If you have any questions or concerns, please do not hesitate to contact the Department of Human Resources at 5-8430 or human.resources@oberlin.edu.