

MEMORANDUM

TO: A&PS Employees
FR: Joseph Vitale, Chief Human Resources Officer
Maggie Nieves, Deputy Human Resources Officer
José Garcia, Director of People Analytics and HRIS
RE: New Paid-Time Off (PTO) Program effective 07/01/23
DT: June 1, 2023

Over the past year, we've been keeping you informed about a significant change that Oberlin is about to implement. Starting July 1, 2023, we're launching a new Paid Time Off (PTO) program that will take the place of our current vacation and sick time policies for both our Administrative & Professional Staff and Confidential staff. This revised program will enable accumulated PTO to be utilized for a variety of needs, such as vacation, personal or family illness, and other personal activities, whether they're scheduled or unscheduled.

We understand that this is a significant change and may require some adjustments for both supervisors and employees. To help with this transition, we have developed training tools and materials, including an [FAQ](#). 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.

For Employees:

- [PTO Training Video for Employees](#)
- [PTO Dashboard Quick Guide](#)
- [PTO Request Quick Guide](#)
- [PTO Balances Quick Guide](#)

For Supervisors:

- [PTO Training Video for Supervisors](#)
- [PTO Dashboard Quick Guide](#)
- [PTO Approving Quick Guide](#)
- [Adding Leave for a Direct Report](#)

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. You may also visit the [PTO webpage](#)