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.