



Human Resources **Announcement**

For Employees, Managers, and Department Heads

Year-End Pay Dates & PTO Rollover for Staff Employees

December 2023/January 2024

Year-End Pay Dates

For non-exempt (including PAO and PAU) staff, the last pay date of 2023 is Dec. 22, 2023, for time worked between Nov. 26, 2023 and Dec. 9, 2023.

Exempt staff will receive pay for work during December 2023 on Jan. 2, 2024.

A reminder: For tax purposes, the last 2023 pay date for those paid monthly will be Nov. 30, 2023.

Use of Unused 2022 Holiday Hours Accruals

Unused Holiday accruals from 2022 must be used by the end of the last pay period of 2023.

- For non-exempt (including PAO and PAU) staff, Holiday time off earned in 2022 must be used by Dec. 22, 2023.
- For exempt staff, Holiday time off earned in 2022 must be used by Dec. 31, 2023.

PTO Rollover for Exempt Staff and Non-Exempt Non-Union PAO and PAU Staff

At the end of each calendar year, full-time (100% FTE) employees with unused PTO hours can allocate up to 136 of those hours to their PTO Sick Leave account. For part-time staff employees, this amount is prorated by their position's FTE. PTO Sick Leave can be used to cover absences for personal and family medical needs.

This information and full rollover instructions will be shared in IU publications as the rollover window approaches at the end of 2023.

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