



# UNIVERSITY POLICY

## Personal Time Off (PTO)

**Policy Type:** Institutional Wide  
**Policy Owner:** Human Resources  
**Policy Collaborators:** General Counsel  
 Finance & Administration

**Origination Date:** June 1, 2019  
**Revision Date:** December 15, 2023  
**Effective Date:** June 1, 2024

*Butler University, founded on ideals of equity and academic excellence, creates and fosters a collaborative, stimulating intellectual learning environment. We are inspired to boldly innovate and broadly educate, enriching communities and preparing all learners to lead meaningful lives.*

### **POLICY REQUIREMENTS and IMPORTANT NOTES:**

Personal Time Off (PTO) is provided to allow staff and 12-month faculty an opportunity to complete personal activities including attending to health care issues during normal scheduled working days without utilizing other benefits or disrupting pay.

All regular full-time staff members and 12-month faculty are eligible for PTO. PTO is not available to part-time, occasional, and temporary staff members.

PTO time is not considered in calculating overtime. PTO can be used to supplement other paid benefit programs (i.e., disability pay), however, you may only receive benefits from one benefit program to a maximum of your normal work schedule. If you are eligible for holiday time off while on PTO, the holiday benefit is paid rather than a PTO day.

Unused PTO cannot be carried forward into the next fiscal year and PTO is not paid out upon separation of employment.

Personal Time Off must be used in 1/2 day increments for exempt staff and 1-hour increments for non-exempt staff. Whenever possible, PTO should be scheduled in advance and must be approved by the supervisor. PTO can be used to supplement vacation time or holidays. PTO benefits are not “hours worked” and are not considered in the calculation of overtime pay.

#### **Personal Time Off Benefit Level**

Eight (8) PTO days will be granted annually on June 1<sup>st</sup>. New staff and 12-month faculty will receive a prorated number of days based on month of hire.

Hire Month	Days Granted	Hire Month	Days Granted
June – August	8	December – February	3
September – November	6	March – May	0

**Authorization and Scheduling**

PTO should be scheduled in advance and must be approved by the supervisor. In some circumstances, advance notice may not be possible. In those instances, an employee must notify their supervisor prior to the start of their scheduled shift.

12- month faculty members are granted vacation time, managed by their respective departments rather than the absence management system. To request vacation time, eligible faculty should submit their requests to the department administrator, chair, or dean. The individual departments are responsible for determining vacation eligibility, reviewing and approving requests, and tracking the remaining available time.

**Two Week Resignation Notice**

If a staff member retires or resigns with the requested two-week notice, the staff member is required to work the ten (10) days of notice. There will be no PTO approved during the two (2) week timeframe.