TO: All Faculty and Staff  
FROM: Colleen Bendl, Chief Human Resource Officer  
RE: End of Fiscal Year Reconciliation of Leave Usage - Faculty, Administrators, Classified & Admin Hourly Staff, Bargaining Unit Classified Staff  
DATE: June 4, 2015  

As the end of the fiscal year approaches, University faculty and staff are reminded to submit all paperwork for leave time used during the year to Payroll before June 30. This will ensure that leave balances are appropriately reflected and carried forward into the new fiscal year.

**Faculty and Administrators**

Administrators and faculty are to report all vacation and sick leave usage via the paper Paid Time Off form which is accessible online at [http://www.ohio.edu/finance/customercare/Payroll.cfm](http://www.ohio.edu/finance/customercare/Payroll.cfm). The forms should be submitted by June 30th to the Payroll office so employee accrual information may be reported and managed accurately. Meeting this deadline is especially important as Payroll needs this information to renew vacation, sick leave time and personal time accruals accurately. The paid time off carryover process for administrators and faculty will be run immediately before the first semi-monthly payroll run on July 8th.

**Personal Days - Administrators and Classified Staff**

The last day to use any remaining personal hours received for classified and administrative hourly staff for the 2014-15 fiscal year is Saturday, June 27th. Salaried administrative staff will have until Tuesday, June 30th to use their personal hours. Classified and administrative hourly staff using WorkForce time entry can view up-to-date usage and balance information through WorkForce as data is entered and submitted each pay period. (Biweekly staff new accrual totals won’t be visible in WorkForce until July 6th, but they may be used beginning July 1st.) Salaried Administrators may consult My Personal Information (MPI) to obtain their current leave balances.

The University provides a personal leave benefit to all classified employees as indicated in Policy #40.028. (AFSCME and FOP classified bargaining unit employees follow policy #40.028 as modified by Article 35(J) and 27L respectively of the Collective Bargaining Agreements.) Salaried Administrators, Administrative Hourly, and classified staff are provided identical personal leave benefits.

The policy states that any unused personal days at the end of the fiscal year are added back to an individual’s sick leave balance. Personal days for 2015-2016 are then established for employees with a sick leave balance of at least 120 hours (15 days) for those assigned to eight-hour shifts, and 150 hours for those assigned to ten-hour shifts on July 1.  

All permanent and provisional, full-time and part-time classified employees, as well as full-time and part-time administrators, who have a sick leave balance in excess of the amounts noted in the prior paragraph as of the pay period beginning June 28, 2015 for classified and administrative hourly staff, and July 1, 2015 for salaried administrative staff, will have three days of sick leave time converted to personal leave for the 2015-2016 fiscal year. (Biweekly staff new accrual totals won’t be visible in WorkForce until July 6th, but they may be used beginning July 1st.) For employees working 8-hour shifts, 24 hours of time will be converted. For employees working 10-hour shifts, 30 hours will be converted. The employee’s sick leave balance will be reduced by these hours, while the personal leave balance will be increased by the same number of hours. Employees can begin using the benefit July 1, which falls within the pay period ending July 11, 2015 for classified and admin hourly staff, and July 15 for salaried administrative staff.
Relevant Information

Personal time must be used in 1 hour increments. You may not report a ½ hour, or 1 ½ hours, etc.

Please refer to the following policies for more information on leave:

- Personal Days for Classified Staff - Policy 40.028
  http://www.ohio.edu/policy/40-028.html
- Vacation & WBC for Administrative and Classified Employees? Policy 41.000
  http://www.ohio.edu/policy/41-001.html
- Paid sick leave for faculty and administrative staff - Policy 40.029
  http://www.ohio.edu/policy/40-029.html
- Paid sick leave for classified - Policy 40.030
  http://www.ohio.edu/policy/40-030.html
- Leaves of Absence for faculty and administrative staff - Policy 41.128
  http://www.ohio.edu/policy/41-128.html
- Leaves of Absence for classified staff - Policy 40.033
  http://www.ohio.edu/policy/40-033.html

Please contact the Human Resource Office (Employee Service Center: 740-593-1636) with any questions.

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