

Librarian PTO Policy
(Based on 1950 Hours/Year Position)

PTO Accrual Schedule for Librarians

Awarded January 1st each year.

Years of Service	Weeks/Year	Days/Year	Hours/Year	Other Exempt Staff*
Less than 5	6.2 weeks	31 days	232.5 hours	<i>187.5 hours*</i>
5 years or more, but less than 10 years	6.6 weeks	33 days	247.5 hours	<i>225.0 hours*</i>
10 or more years	7 weeks	35 days	262.5 hours	<i>262.5 hours*</i>

PTO Account Balance Limits for Librarians

Maximum PTO balance allowable. Based on your accrual (above) plus your carry forward limit (below).

Years of Service	Weeks	Days	Hours/Year	Other Exempt Staff
Less than 5	7.5 weeks	37.5 days	326.25 hours	<i>281.25 hours</i>
More than 5 years but less than 10 years	9 weeks	45 days	360.0 hours	<i>337.5 hours</i>
10 or more years	10.5 weeks	52.5 days	393.75 hours	<i>393.75 hours</i>

PTO Carry Forward Limits for Librarians (0.5 x the normal* annual accrual rate)

Anything over this limit on December 31 will not carry forward.

Years of Service	Weeks	Days	Hours/Year	Other Exempt Staff
Less than 5	2.5 weeks	12.5 days	93.75 hours	<i>93.75 hours</i>
More than 5 years but less than 10 years	3 weeks	15 days	112.5 hours	<i>112.5 hours</i>
10 or more years	3.5 weeks	17.5 days	131.25 hours	<i>131.25 hours</i>

Payout Limits for Librarians

Maximum allowable PTO paid upon separation from University.

Years of Service	Weeks	Days	Hours/Year	Other Exempt Staff
Less than 5 years	2.66 weeks	13.33 days	100 hours	<i>100 hours</i>
More than 5 years but less than 10 years	3.20 weeks	16 days	120 hours	<i>120 hours</i>
10 or more years	3.73 weeks	18.66 days	140 hours	<i>140 hours</i>