Time Off Accruals during Absences
HR-05-90

About This Policy

Last Updated:
10-18-2021

Responsible University Administrator:
Vice President for Human Resources

Policy Contact:
IU Human Resources
askHR@iu.edu

Scope

This policy applies to all staff employees.

Policy Statement

Absences with pay and time off accrual

All staff employees receive pay and accrue time off for absences covered under their respective paid time off policies (e.g., holidays, adverse weather conditions, paid parental leave, vacation, etc.).

Absences without pay and with time off accrual

1. Employees who are absent without pay accrue time off under the following conditions:
   a. Adverse weather even though the campus is open
   b. Adverse working conditions
   c. Worker’s Compensation supplemented by income protection time, vacation time, or paid time off
   d. Military duty
      i. This accrual is limited to vacation time or PTO and is equal to the amount that the individual would have earned had the military leave of absence not occurred, up to a maximum of one year’s accrual.
   e. Unpaid union-released time; see the applicable Union-Administration Relations policy.
   f. See the Furlough policy for when employees who are absent without pay accrue time off.

Absences without pay and without time off accrual

1. Employees do not receive pay nor accrue time off while absent due to:
   a. An FMLA leave that is not covered by any paid time off
   b. A leave of absence
   c. An absence (including tardiness by Non-Exempt (excluding PAO and PAU) staff not already covered in this policy.
   d. See the Furlough policy for when employees who are absent without pay do not accrue time off.

2. If an employee does not return to the job after 30 calendar days without pay, the unit must initiate a leave of absence or separation. (The amount of work hours is prorated by FTE for part-time staff.)

Sanctions
Managers, supervisors, and employees who violate this policy are subject to corrective action, up to and including separation.

**History**

**October 2021**
IU HR completed a full and substantive review to assess the ongoing need and effectiveness.

**February 2021**
Updated the staff employee group terms due to Job Framework Redesign Project.

Replaces all of the following policies:

<table>
<thead>
<tr>
<th>CWA</th>
<th>12.1 Time Off Accruals During Absences</th>
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<tbody>
<tr>
<td>Professional Staff and Support and Service Staff not Covered by a Union</td>
<td>10.1 Time Off Accruals During Absences</td>
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Replaces parts of the following policies:

<table>
<thead>
<tr>
<th>6.1 Absences With and Without Pay</th>
<th>Attendance, Absences and Personal Emergency</th>
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<tbody>
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<td>• C.4</td>
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**Related Information**

- Adverse or Unsafe Working Conditions - HR-11-10
- Adverse Weather - HR-11-20
- Discretionary Leave of Absence - HR-05-10
- Holidays - HR-05-30
- Income Protection Time (Sick Time) - HR-05-40
- Injury on the Job - HR-11-30
- Family and Medical Leave Act (FMLA) - HR-05-20
- Furlough - HR-10-10
- Leaves for Development of Commercial Projects with a Non-University Entity - HR-05-50
- Leaves for Military Duty and Military Families - HR-05-60
- Paid Parental Leave - HR-05-65
- Paid Time Off (PTO) for Exempt staff and Non-Exempt Non-Union PAO and PAU staff - HR-05-70
- Time Off for Funerals and Bereavement - HR-05-110
- Union-Administration Relations (Union Release Time) (AFSCME Police, Local 683) - HR-12-40
- Union-Administration Relations (CWA, Local 4818) - HR-12-60
- Union-Administration Relations (Union Release Time) (AFSCME Service) - HR-12-50
- Vacation Time - HR-05-120
- Time Off for Voting, Jury Duty, and Witness Testimony - HR-05-130