Date: April 29, 2019
To: Rensselaer Staff
From: Michael Jackstadt
Payroll Manager
Re: Paid Time Off (PTO) Fiscal Year End Carry Over

At this time we would like to remind everyone about the unused Paid Time Off (PTO) carry over policy.

*The Human Resources Policy Guidelines Manual, states:*
"Unused PTO above 200 Hours will be transferred into a Reserve Time Off (RTO) bank at the end of each fiscal year. There will be no maximum on the size of the RTO bank."

The following are the cut off dates for determining the amount of accrued PTO hours in excess of 200 will be transferred into your RTO bank.

**The bi-weekly (non-exempt, hourly) payroll will record all PTO taken through 6/28/19.**

**The semi-monthly (exempt, salaried) payroll will record all PTO taken through 6/30/19.**

The final recording of PTO usage for FY 2019 will occur for the bi-weekly payroll in the 7/09/19 pay date and for the semi-monthly payroll in the 7/15/19 pay date.

You will be able to view the adjusted balances of PTO and RTO on rss.rpi.edu after the bi-weekly 7/23/19 and semi-monthly 7/31/19 payrolls are posted.

If you have any questions, please contact the Payroll Office at payroll@rpi.edu.