

# Exempt Staff Leave Balance Calculation for NOVAtime

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## Paid Time Off (PTO) and Sick Leave Reserve (SLR) Defined

- **PTO:** The University's PTO Program combines vacation, sick, and personal leave for the purpose of providing staff employees with the opportunity to take time away from work without the loss of compensation.
- **SLR:** SLR is available to those staff employees who were hired before 01/01/2002 and had a sick leave balance. This balance carries forward and is to be used for personal illness, time required for medical treatments and care, or family illness. Once SLR hours are exhausted, they are not replenished.
- For a complete description of the PTO and SLR Program, read the [complete policy](#) on the HR website.

## Calculating Your December 31, 2012, PTO Balance

In order to calculate your 12/31/2012 PTO balance, utilize the following:

$$\begin{array}{r}
 2011 \text{ Ending Balance as of } 12/31/2011 \\
 + 2012 \text{ Accrual} \\
 - 2012 \text{ Usage} \\
 \hline
 = 2012 \text{ Ending Balance as of } 12/31/2012
 \end{array}$$

## Calculating Your December 31, 2012, SLR Balance

In order to calculate your 12/31/2012 SLR balance, utilize the following:

$$\begin{array}{r}
 2011 \text{ Ending Balance as of } 12/31/2011 \\
 - 2012 \text{ Usage} \\
 \hline
 = 2012 \text{ Ending Balance as of } 12/31/2012
 \end{array}$$

## PTO Calculation Examples (Based on 2080 Budgeted Annual Hours)

	Less than 5 years	5 years or more, but less than 10	10 years or more
2011 Ending Balance	0	120	125
2012 Accrual	200	240	280
2012 Usage	140	240	300
2012 Ending Balance	60	120	105

## PTO Accrual Schedule

Years of Service	1950 Budgeted Hours Annually	2080 Budgeted Hours Annually
Less than 5 years	187.5	200
5 years or more, but less than 10 years	225.0	240
10 years or more	262.5	280

**\*\*\*Annual hours other than 2080 or 1950 example:**

*Employees Budgeted Hours are 1560 and years of service less than 5  
 (1560/2080) X 200 = 150 PTO Hours Per Year*

*The carry forward limit is equal to one-half of the employee's annual accrual*

## Financial Services

### Quick Guide Library

[finance.wfu.edu](http://finance.wfu.edu)

### Responsible Unit:

Payroll

### Additional Assistance:

758-2960

[novatime@wfu.edu](mailto:novatime@wfu.edu)

## What is it?

The purpose of this guide is to assist exempt staff in calculating paid time off (PTO) and sick leave reserve (SLR) balances as of December 31, 2012, so that they can be loaded into NOVAtime.

## Why it is Necessary

Effective January 1, 2013, NOVAtime will be the system of record for exempt staff paid time off and sick leave reserve balances. Having 2012 ending balances in the system will ensure carryover balances are accurately portrayed, allowing exempt staff to manage leave for 2013 and beyond.