Understanding your Paid Time Off (PTO) and Leave of Absence

KEAN UNIVERSITY
OFFICE OF HUMAN RESOURCES

Using Earned Paid Time Off - Employees that are approved for a medical or family leave of absence may charge paid time off (including sick, vacation, personal, and/or compensatory) that is **accrued to date**. ***Employees will not be allowed to charge time that was credited/advanced at the beginning of the year and that was not earned.***

PTO in Workday

Workday displays advanced time. HR will provide you with a manual calculation of your accrued days that you may use during your leave, that does not include credited/advanced time. You will not see this reflected on a Workday screen.

How much PTO am I earning each month?

Employees are entitled to annual paid PTO credited at the beginning of each calendar year in anticipation of continued employment. To review the accrual rate (How much PTO am I earning each month) please refer to the Employee Handbook, page 31.

The following chart displays earnings of advanced time for new hires. As a new hire, your PTO is advanced and prorated based on your date of hire, and the PTO calendar for your title. **When you are placed on a leave of absence, you may only use EARNED/ACCRUED time.** To determine how much PTO you will have available to charge during a leave of absence, you may request this information from the HR Time and Attendance team, Linnette Guardamino, lguardam@kean.edu or 908-737-3268.

Employee Type	Date PTO is first available to use	Date new PTO allotment is credited each year	Example
CWA/IFPTE/PBA/ NJSOLEA, NJLESA	DOH*	January 1	DOH: April 1, 2024 9 months of prorated PTO available as of 4/1/2024 Full allotment of advanced time available as of 1/1/2025
Managers	DOH*	July 1	DOH: April 1, 2024 3 months of prorated PTO available as of 4/1/2024 Full allotment of advanced time available as of 7/1/2024
AFT	DOH*	January 1	DOH: Sept 1, 2024 4 months of prorated PTO available as of 9/1/2024 Full allotment of advanced time available as of 1/1/2025

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Leave of Absence - Questions

To determine your eligibility for leave of absence, you may refer to the following: leave of absence policy and/or LOA Definitions. Questions may be addressed to Lorice Thompson-Greer, Professional Services Specialist, 908-737-3309 or lgreer@kean.edu or Yrelys Tapanes, Director-Benefits, 908-737-3313 or ytapanes@kean.edu.