



**DONNELLY
COLLEGE**
EST. 1949

Negative PTO Policy

Proposed Date: October 2023

Approved by: Administrative Council

Responsible Official: HR Coordinator

Previous Negative PTO Policy:

Employees cannot go negative with their PTO available balance, except new employees during their 90-day introductory period, with supervisor approval. During a new hire's 90-day introductory period, PTO can be approved on a case-by-case basis by the supervisor.

Proposed Negative PTO Policy:

Employees should not go negative with their available PTO balance. Exceptions need to be approved by the employee's supervisor. The supervisor can consider allowing the employee to go negative no more than the amount of PTO hours that would be recovered within 2 future paychecks. Additional unpaid leave can be approved in special situations. Supervisors should email HR to check to see what the total PTO hour accrual for 2 paychecks would be for the employee. Employee emergency situations that would require additional negative PTO, beyond 2 future paychecks, will be evaluated by the supervisor and Human Resource Coordinator on a case-by-case basis.