

Deadline Extended for Transitional Leave Applications

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Fri 2/9/2024 3:39 PM

To:Monthly Paid Employees NOR <MonthlyPaidEmployeesNOR@ou.edu>



HUMAN RESOURCES

The UNIVERSITY of OKLAHOMA

Transitional Leave Applications: Deadline Extended

The Norman campus is transitioning monthly-paid employees to a biweekly payroll schedule in 2024. Monthly staff and 12-month non-student employees will experience a one-time delay in pay caused by the transition. During the transition, they will be allowed to 'cash in' up to 80 hours of leave to bridge the delay.

For employees who do not have enough leave accrued to bridge this delay, the University has established a “**Transitional Leave Pool.**” Human Resources has extended the applications deadline to request the use of the donated hours. In order to provide this benefit to as many eligible employees as possible, the required maximum hours in your PTO account have changed from 40 to 80. If you have already applied, there is no need to resubmit.

Who Is Eligible to Request Transitional Leave

Twelve-month employees who are part of the monthly to biweekly payroll transition;
and

- Have a past or future approved *leave event*.*
- Hold benefits-eligible appointments that accrue paid leave.
- Have had continuous benefits-eligible employment with the University for at least 12 months from their most recent date of hire.
- **Must have already exhausted all extended sick leave and have a PTO balance of 80 hours or less or will meet this requirement in the allowed timeline of a future leave event.**
- Have a current satisfactory performance evaluation on file, or have no positive disciplinary actions on file, during the previous 12-month period.

Application Deadline Extended to February 16

If you meet the above criteria and are interested in applying for transitional leave, please apply [here](#). More detailed information about transitional leave can be found on the Payroll and Employee Services [website](#). **Applications will be accepted through February 16, 2024, and confirmation of your application status will be sent the week of February 26, 2024.**

Important Information About Cashing in Leave Hours

All employees who are being transitioned to the biweekly pay schedule in April 2024, will be asked to [complete a leave payout election form in Employee Self-Service](#). The form is available February 1-29, and we will be sending multiple emails to remind everyone to complete the form. You must complete the form even if you choose to cash in 0 hours.

Questions?

For additional information about the transition of monthly paid employees to a biweekly pay frequency, visit the Payroll Services [website](#) or email paydaychange@ou.edu.
