How to determine if you need to use PTO before the end of fiscal year 2016

Sign onto the time card website and go to My Timecards. From the website, please enter the following information:

A. PTO hours currently available: ____________
B. ** See calculation below: + ____________

Add A and B ____________
The total is the amount of PTO you could have at the end of FY2016

See below for maximum carry over.
If the amount shown here is less than maximum carry over, you do not need to take PTO.
If the amount shown here is greater than maximum carry over, you will need to take the difference or you may lose that amount.

**Calculation for above

1. Potential PTO hours earned this year: ____________
   (For example, if you work 7 hrs per day x 28 = 196
   8 hrs per day x 28 = 224)
2. PTO hours earned to date in current year: - ____________
   (From electronic timecard)

Subtract line 2 from line 1: ____________  ** Put this figure above.

Maximum Carry Over for Fiscal Year 2017 is 36 Days.
If you work a 7 hour day you can carry over 252 PTO hours.
If you work an 8 hour day you can carry over 288 PTO hours.
(36 days times your daily base hours = maximum amount of PTO hours that can be carried over)