

Negative PTO Usage FAQ

If am a full-time employee but I only work 36 hours per week am I eligible to go negative in my PTO bank up to 40 hours?

You are eligible to go negative in your PTO bank up to 1 week of your regularly scheduled hours.

I am a benefit eligible part time employee and I work 20 hours per week. Am I allowed to go negative in my PTO bank? If so, by how many hours?

Yes, you can go negative in your PTO bank up to one week of your regularly scheduled hours.

If my salaried (exempt) employee has no PTO how do I enter their summer holidays on their timecard?

Directions on how what code to use and how to enter onto the employee's timecard can be found on the myHR portal.

Is a negative PTO balance of 40 hours only allowed for salaried (exempt) staff?

No, the option to go negative in your PTO bank, up to your regularly scheduled weekly hours, is available to all Benefit Eligible employees.

What is the Maximum negative PTO balance that can be carried?

Up to one week of pay for the employees regularly scheduled hours in total may be requested. This can be requested all at once for a vacation or in separate days for scheduled holidays. However, each employee is capped at up to one week of their regularly scheduled hours.

How will the negative PTO balance be "paid back" as employees accrue PTO?

Accruing PTO will be applied to any negative balance first. When the employee has reached zero, new accruing PTO will be available to use.

If an employee has reached their max negative balance and a paid holiday or required holiday flex day comes up and now the employee has no PTO or negative PTO they can use how do I handle this?

Under extenuating circumstances unpaid days off may be requested by an employee after their PTO bank hours have been exhausted. A day without pay is to be approved by the leader at their discretion based upon departmental need. If unpaid leave is greater than 7 calendar days, refer to the HR-KHN Leave of Absence Policy.

If my employee goes negative in their PTO bank and then leaves Kettering before they can accrue enough PTO to have a positive balance, what happens to the negative balance?

Any negative balance of PTO will be a reduction in the employees' final paycheck.

How many times will I be allowed to go negative in my PTO bank?

There is not a limitation on the number of uses, only that the bank cannot exceed the employees regularly scheduled hours at any given time.

How will the negative hours show on my Timecard and Pay Check?

The hours will be shown under the pay code PTNG - Neg PTO Allow.

Will I be able to see the negative balance for my PTO?

Yes, the negative balance will be visible. You will be able to view under Employee Self Service, Pay Stub and on your timecard.