



### ETO REQUEST FORM

NAU employees who are eligible for benefits, an amount of earned time off (also known as ETO) during which an employee may be absent for any reason, including vacation, personal business, illness, or religious holidays. The university encourages employees regularly to use their ETO in order to increase productivity, job satisfaction and work-life balance.

Employee Name: \_\_\_\_\_

Date of request: \_\_\_\_\_

Date ETO begins: \_\_\_\_\_

Date of return: \_\_\_\_\_

Number of hours requested: \_\_\_\_\_

You will begin accruing ETO at the end of each pay period. Monthly employees earn ETO each pay period (end of each month). The amount you earn is based on number of years worked. *Ex: If you began on January 1, 2015 you will earn at the rate of 1.66 days per month.*

0 to 5 years of service = 160 hours; 20 days; you earn 1.66 days per month or 13.33 hours per month  
6 to 9 years of service = 200 hours; 25 days; you earn 2 days per month or 16 hours per month  
10+ years of service = 232 hours; 29 days; 2.41 days per month or 19.32 hours per month

**ETO CALCULATOR** Use increments in hours i.e. 1 day = 8 hours, 1/2 day is 4 hours and etc.

Number of hours you will earned this fiscal year (July 1-June 30<sup>th</sup>) \_\_\_\_\_

Number of hours used since July 1 \_\_\_\_\_

Number of hours this request \_\_\_\_\_

Total hours used \_\_\_\_\_

**New ETO Balance** \_\_\_\_\_

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Approval**

\_\_\_\_\_  
**Date**

**Human Resources**

Employee ID: \_\_\_\_\_ Date request submitted: \_\_\_\_\_ GP Entry date: \_\_\_\_\_

ETO Hours earned: \_\_\_\_\_ ETO Hours borrowed: \_\_\_\_\_ Date: \_\_\_\_\_



**ETO Request  
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PER NAU Policy, calculation days for salaried employees are provided as follows:

0 to 5 years of service = 160 hours; 20 days; you earn 1.66 days per month or 13.33 hours per month  
6 to 9 years of service = 200 hours; 25 days; you earn 2 days per month or 16 hours per month  
10+ years of service = 232 hours; 29 days; 2.41 days per month or 19.32 hours per month

A work week is generally considered to be five (5) days. For calculation purposes at NAU, the typical work week is Monday through Friday.

You may combine your ETO with a scheduled holiday. However, holidays may not be carried forward or accumulated for use at a future time.

Following are a few examples of usage of calculation time:

**Example 1:** You leave for vacation on Sunday and return on Sunday. Your time for calculation purposes is five (5) days, (40) hours (Monday through Friday).

**Example 2:** You leave for vacation on Thursday and return on Sunday. Your actual vacation time is two (2) days (16) hours (Thursday and Friday).

**Example 3:** A scheduled holiday falls in the week you are on vacation. Subtract those days from your vacation days. For example, if you take vacation during Thanksgiving week, leaving on Sunday and returning on Sunday, your vacation time will be three (3) days (Monday, Tuesday, and Wednesday) (24) hours. Thursday and Friday are scheduled holidays and are therefore not considered vacation days.

Any unused ETO will be carried over for up to 12 months after the fiscal year ends. NAU considers a fiscal year to begin on July 1 and ending on June 30<sup>th</sup>. For details on carryover, see the ETO Policy.