



<b>Title: Paid Time Off Policy (Wake Market)</b>		<b>Document Number: 36185</b>
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## PURPOSE

The purpose of this policy is to provide eligible teammates paid time away from work to rest and attend to personal needs.

## SCOPE

This policy applies to all benefit-eligible employees within Advocate Health entities in the Southeast Region Wake Market, to include North Carolina Baptist Hospital (NCBH), Davie Medical Center (DMC), Lexington Medical Center (LMC), High Point Medical Center (HPMC), Wilkes Medical Center (WMC), NCBH Outpatient Endoscopy Charlois, NCBH Outpatient Endoscopy Quaker Lane, High Point Surgery Center (HPSC), Premier Surgery Center (PSC), Wake Forest Baptist Imaging, LLC (WFBI), Wake Forest University School of Medicine (WFSOM), and Ambulatory Care Services (ACS).

## DEFINITIONS

- A. **Accrual Rate:** The rate at which PTO is earned, calculated according to years of service
- B. **PTO:** Paid Time Off
- C. **Fiscal Year:** January 1 – December 31

## POLICY

- A. It is the policy of Atrium Health Wake Forest Baptist (AHWFB) to recognize the need for teammates to take time off from work for rest and relaxation (this includes vacation & holidays). Approved Paid Time Off (PTO) also provides time off for personal illness and for teammates to attend to personal matters. AHWFB is committed to providing a competitive PTO schedule for eligible teammates.
- B. **Accrual Rates:** PTO hours accrue based on benefit-eligible service and hours paid each pay period. New teammates accrue PTO hours as of their hire date and may use the hours immediately. PTO hours are to be used for vacation, sick and holidays. All rates listed below are effective January 1, 2014.  
  
PTO hours accrue based on benefit-eligible service and hours paid each pay period up to a maximum of 80 hours for biweekly paid teammates and fluctuates for monthly paid teammates based on the number of work days per month.

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<b>Benefit-Eligible Years of Service</b>	<b>Accrual Factor</b>	<b>Potential Annual Accrual*</b>
0 to 5 years	0.096125	25 days, or 200 hours
5 - 10 years	0.115375	30 days, or 240 hours
More than 10 years	0.134625	35 days, or 280 hours

*\* Potential Annual Accruals are based on the assumption that the teammate will be working 40 hours per week. If the teammate works less than 40 hours per week, the accrual will be reduced.*

- C. PTO Maximum Accrual: Teammates may accrue a maximum of 320 hours of earned PTO. When a teammate reaches the maximum of 320 hours, PTO must be taken for any additional accrual to occur.
- D. PTO Scheduling: Scheduled time off requires prior approval, teammates are responsible for requesting PTO in advance per their department guidelines. Leaders are responsible for scheduling PTO in a manner which is least disruptive to operational requirements and which will control overtime-premium pay. Within these limits, every reasonable effort shall be made to allow teammates to have the PTO they request.
1. Leaders will have the discretion to approve, deny, modify or cancel PTO based on the needs of the business and when necessary to assure proper staffing requirements are met.
  2. Approved PTO dates should be communicated to co-workers. PTO dates may be traded or changed but only with the prior approval of the teammate's leader.
  3. Teammates must use available PTO for all scheduled and unscheduled time off, except:
    - a. Teammates who are sent home by leadership due to low patient census or other workload-related reason may elect to take the time off without pay.
    - b. A teammate may elect to take unpaid time as described in policies for Emergency Team (SORT) and military reserve training.
    - c. Teammates who are on furlough will not be allowed to use PTO.
  4. For exempt (salaried) teammates, PTO will be applied in four-hour increments regardless of the length of a teammate's work shift. Example: If an exempt teammate works two hours and leaves work for the day, their PTO bank will be reduced by four hours. If an exempt teammate works five hours and leaves work for the day their PTO bank will not be reduced.
  5. A teammate who serves as an organ donor for the purpose of transplantation will not be required to use PTO during their time of disability (disability as indicated by medical certification).

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E. PTO Application: Teammates may not submit PTO hours that will exceed their scheduled hours. Any excess PTO hours will not be paid and/or will be systematically reduced within the timekeeping system.

1. The number of PTO hours that a teammate may submit within a week is dependent upon:
  - a. The maximum number of hours the teammate is scheduled to work within a week, and
  - b. The number of hours that the teammate works within that week.

Example: A teammate is scheduled to work 40 hours/week over five days. The teammate works 35 hours over four days. The teammate may submit a maximum of 5 hours of PTO to cover the fifth day, even if they were normally scheduled to work 8 hours that day. Note: This also applies to PTO eligible teammates who are “on call”.

F. Holidays: PTO will be used for all AHWFB holidays. Holidays that occur on a Saturday are observed on the Friday preceding the holiday. Holidays that occur on Sunday are observed on the Monday following the holiday. The AHWFB recognizes the following holidays as days on which AHWFB departments may operate at less than normal capacity, or may be closed.

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	

### REFERENCES

N/A

### ATTACHMENTS

N/A

### REVISION DATES

03/2013, 05/2018, 05/2020, 2/9/2021, 03/10/21, 07/01/2021, 09/07/2024, 09/30/2024