

**RUSH COPLEY MEDICAL CENTER  
POLICY AND PROCEDURE**

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**TITLE:** Paid Time Off (PTO)

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**Purpose**

To provide guidelines for employees with a flexible means of earning and taking paid time off.

**Policy**

Paid Time Off (“PTO”) is a benefit allowing an employee to accrue/earn time off to be used for some combination of vacation, holidays, sick and personal days as the employee chooses.

**Applicability**

For the purpose of this policy, Rush Copley Medical Center (RCMC) encompasses Copley Memorial Hospital, Rush Copley Medical Group NFP, and all subsidiary corporations.

**Definitions:**

Eligible Employee: Full Time and Part Time employees whose FTE is greater than or equal to 0.5. See Exhibit B for exceptions.

Ineligible Employee: Part Time employees whose FTE is less than 0.5, Registry (PRN), Temporary and Seasonal, Physicians and Contract employees are not eligible to accrue PTO under this policy. Contract employees should refer to the terms of their agreement. See Exhibit B for exceptions.

Personal Income Protection (“PIP”): an accrual of hours in addition to PTO to be used as compensation for time off only for an employee’s own illness or injury that extends beyond 3 scheduled work days or 24 work hours; this program was eliminated effective 1/1/2018.

PTO: An accrual of hours to be used as compensation for hours not worked.

Scheduled PTO: PTO time that is requested by the employee and approved by the manager in advance of the time off; scheduled PTO is commonly used in situations involving planned days away from work for vacations, pre-arranged personal days, and recognized holidays. Recognized holidays include New Year’s Day, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving and Christmas.

Unscheduled PTO: PTO time that has not been requested or approved in advance; unscheduled PTO is commonly used in situations such as a personal illness, an ill family member, car trouble or a personal emergency and typically results in an occurrence/absence under the attendance policy.

Weekender PTO: PTO accrual for a limited number of positions that have been specifically assigned to the Weekender program.

## Procedure

### **Accumulating PTO**

1. Eligible new hires, rehires or newly eligible employees (due to a change in status) begin to accrue PTO immediately; there is no waiting period for PTO accrual.
2. Eligible employees accrue PTO hours according to the schedules listed in the attached Exhibits. Accrual rates are based on date of hire, employment status (e.g. full time, part time), employment category (e.g., exempt or non-exempt) benefit years of service, actual paid hours and the RCMC entity by which they are employed.
3. PTO will accrue on actual hours worked as well as PTO, Personal Income Protection ("PIP"), Cost Containment Pay, Standby, and On-call Worked.
4. PTO does not accrue on time worked in a PTO benefit ineligible position, on-call hours and it will not accrue on more than 80 hours per pay period.
5. Maximum accumulation of PTO hours will be limited according to the attached Exhibits. Employees are encouraged to utilize available PTO hours before they reach the maximum allowable accumulation. PTO hours will **not** accrue above the maximum. Employees are responsible to monitor their own PTO bank and should make arrangements for time off prior to reaching their maximum accrual and in accordance with departmental guidelines for requesting time off.
6. Non-exempt employees can use PTO time after 90 days of employment; PTO can be used immediately for any recognized holiday or Cost Containment Time. Recognized holidays include New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day. Non-exempt employees will be paid their available balance up to the total hours scheduled to work.
7. Exempt employees can use PTO immediately. If an exempt employee does not have sufficient PTO to cover a holiday, it will be paid in full and the benefit time will be accrued in future payroll.
8. **PIP Time:**
  - a. Existing Employees – all existing PIP time balances were frozen effective 1/1/2018 and any balance greater than 240 hours was reduced to a maximum of 240 hours; no additional PIP time will accrue after 1/1/2018.
  - b. New Hires – any employee hired after 12/23/2017 will not accrue PIP time.

### **Scheduled PTO**

1. PTO time must be scheduled in advance and in accordance with department guidelines. Requests for time off are granted at the discretion of the immediate supervisor and are dependent on established departmental guidelines and the availability of staff to fulfill required work of the department.
2. Employees may choose to use their available PTO or to take the time unpaid when it is necessary for a supervisor to implement flexible scheduling in response to periods of low activity (concurrent with Cost Containment Days). If an employee is put on Standby, that employee may choose to be paid PTO hours in addition to receiving the Standby premium.

### **Unscheduled PTO**

1. If PTO is not scheduled in advance, the time is considered an absence/occurrence under the attendance policy. Employees are to report unexpected, unscheduled absences to their supervisor as soon as possible, prior to the start of the shift and in accordance with departmental guidelines.
2. PTO is to be used for any unexpected, unscheduled absence (e.g. employee's own illness, sick family member, car trouble, personal emergency).

3. In the event that an absence due to an employee's own personal illness or injury extends beyond 3 days, the first 3 days are PTO and beginning with the 4<sup>th</sup> day, an employee can begin to use PIP time. If an employee has no PTO, the first 3 days would be unpaid.

**Weekender PTO:** All Weekender employees will earn PTO at the same rate and as described below.

- A. Weekenders receive vacation at the rate of one paid weekend for each 7 weekends worked. (i.e., work 7 weekends and get the 8<sup>th</sup> off). Normally, this weekend off is prescheduled by the manager.
- B. PTO accrues at a rate of .1192 hours per hour worked (24 for full time and 16 for part time). The maximum PTO accrual in any pay period is 8 hours, regardless of the number of hours worked or the employee's years of service.
- C. The Weekender can take the paid PTO weekend at the time the PTO is earned or retain it to take it at another approved time for special/emergency situations at the approval of the manager. PTO requests for weekenders outside the normal 8<sup>th</sup> weekend off must follow the department's regular "PTO request" process. Employees are not to "bundle" multiple weekends off as part of their work schedule.
- D. There is no entitlement for any time off in excess of the 8<sup>th</sup> weekend off. However, unpaid time off can be granted at the discretion of the clinical manager or designee for emergency or unusual situations, but cannot exceed 2 weekends per 12-month period. This unpaid personal time will not accrue benefits (i.e., PTO/PIP). Unpaid time off is only allowed if there is no PTO available.
- E. Any cost containment time accrues benefits. Weekenders will participate in cost containment time as other staff nurses.

#### **PTO and PIP Use for Extended Illness or Leave of Absence**

- A. Employees taking time off work for an extended absence should review the applicable RCMC leave of absence policy and contact HR to ensure that they are compliant with guidelines for requesting time off, providing required documentation, etc.
- B. If an employee is off work for a personal reason that is not related to the employee's own medical condition, the employee is required to use available PTO time.
- C. If an employee is off work due to their own medical condition and that time away exceeds 3 days, the employee may use Frozen PIP time beginning with the 4<sup>th</sup> day (or the 25<sup>th</sup> hour for 12-hour shift employees).
  1. Employees who are off for more than 14 calendar days AND eligible for Short Term Disability (STD) would be advised to initiate a claim for STD during that first 14 calendar day Waiting Period. If their claim is approved, the employee would stop using PIP time and begin receiving the STD benefit beginning on the 15<sup>th</sup> calendar day.
  2. If an employee is not eligible for STD benefits or if a claim is denied and the employee remains ill or injured and off work, that employee may be eligible to continue to use PIP time beyond the 14<sup>th</sup> calendar day, if available.

**Documenting PTO in Kronos:** All PTO hours are to be added to an employee's timecard in Kronos. The following pay codes are to be used when entering time off into Kronos:

**PTO** = Paid Time Off and should be used whenever time off was approved in advance of the absence by someone in a position of authority to approve time off; examples include vacation, pre-approved holiday off, pre-approved personal day, etc.

**PTOA** = Unscheduled Time Off and should be used whenever time off was NOT approved in advance of the absence; examples include sick calls, personal emergencies, late arrivals/early departures from work for unexpected reasons, etc.

**PTOF** = Paid Time Off used in conjunction with approved FMLA

**UNSCHEDULED ABSENCE** = Unscheduled Time Off and should be used whenever time off was NOT approved in advance of the absence but the employee is out of or does not accrue PTO

NOTE: other pay codes will apply if an extended absence leads to placing an employee on a leave of absence; please refer to appropriate leave policies for those codes

PIP = Personal Income Protection (now frozen) to be used only for an employee's own illness or injury and typically only for a period of up to 14 calendar days except for those employees not eligible for STD.

PIPF = same as above except the employee is on an approved FMLA leave.

PIPL = same as above except the employee is on an approved leave which is classified as Non-FMLA.

### **Support Procedures**

1. Employees who accrue PTO are eligible to request time off from work in an amount equal to their available PTO balance and should plan their time off accordingly. Management is not obligated to grant time off to an employee who has exhausted available PTO or who has requested more time than has been accrued.
2. An employee will not be allowed unpaid absence(s) until all accrued PTO has been exhausted. All employees must use accrued PTO hours for any approved, scheduled or unscheduled time away from work.
3. PTO hours will be paid out at the employee's base rate of pay and will not include differentials or premiums.
4. All accumulated PTO hours will be paid out upon termination in accordance with applicable law. PTO hours may not be utilized in-lieu of notice or to extend a termination date.
5. Unused Frozen PIP hours will not be paid out upon termination.
6. Individual departments are allowed to set up guidelines surrounding requesting time off. Those guidelines may "govern" things like timing for submitting requests, limiting the number of staff off at any given time, restricting time off during certain high census periods, etc. In the event that a department has established such guidelines, those guidelines will apply in addition to and in conjunction with this policy.

### **PTO Cash-out options**

1. PTO Cash-In of unused PTO hours may be offered by Human Resources in the following forms:
  - a. Every year during open enrollment, an election may be made to trade PTO at 100% value. The election must occur during open enrollment. The value of those PTO hours will be divided by 24 pay periods and credited back to the paycheck as taxable income throughout the year. No more than 80 hours may be traded in any calendar year.

- b. During open enrollment, an election may be made to sell PTO at 100% value. This PTO will be removed from the bank, and payment made in the pay period including October 15 of the following year.
  - c. During the year, at times designated by Human Resources, and in accordance with IRS rules, PTO can be sold at 90% of its value. A minimum of 16 hours must be elected for cash.
2. A minimum balance of 40 hours must remain in the PTO bank.
  3. A total of 120 hours of PTO may be cashed in any calendar year.

**Refer to Policies**

Attendance  
 Weekender RN  
 Weekender Program – Therapy Services  
 Leave of Absence  
 Holidays

**Exhibit A – Copley Memorial Hospital Employees**

Non-exempt Plan - Full-time

Completed Years of Service	0-2	3-4	5-9	10-14	15+
*PTO hours accrued per hour paid	.0885	.0923	.1077	.1269	.1308
PTO hours accrued per 80 hrs./pp. (1.0 FTE)	7.080	7.385	8.615	10.154	10.462
Maximum Accrual (hours)	224	232	264	304	312

Exempt Plan - Full-Time

Completed Years of Service:	0-4	5-9	10-14	15+
PTO Hours/Year (1.0 FTE)	208	248	272	280
Maximum Accrual (hours)	248	288	312	320

Non-exempt Plan - Part-Time

Completed Years of Service:	0-2	3-4	5-9	10-14	15+
*PTO hours accrued per hour paid:	.0808	.0846	.1000	.1192	.1231
PTO hours accrued per 40 hrs/pp (0.5 FTE)	3.231	3.385	4.000	4.769	4.923
Maximum Accrual (hours)	208	216	248	288	296

Exempt Plan – Part-Time

Completed Years of Service:	0-4	5-9	10-14	15+
PTO Hours/yr (0.5 FTE):	96	116	124	128
Maximum Accrual (hours)	232	272	288	296

Directors/Managers

Completed Years of Service:	0-4	5-9	10-14	15+
PTO Hours/yr (1.0 FTE):	232	264	280	296
Maximum Accrual (hours)	272	304	320	336

**Exhibit B – Rush Copley Medical Group and other affiliates\***

Non-exempt Plan - Full-time

Completed Years of Service	0-4	5-9	10-14	15+
*PTO hours accrued per hour paid	.0577	.0769	.0962	.1000
PTO hours accrued per 80 hrs./pp.	4.62	6.15	7.69	8.00
Maximum accrual (hours)	160	200	240	248

Exempt Plan - Full-Time (30+ hours/week)

Completed Years of Service	0-4	5-9	10-14	15+
PTO Days/yr:	18	23	28	29
Maximum accrual (hours)	184	224	264	272

Non-exempt Plan - Part-Time (20-29 hours/week)

Completed Years of Service:	0-4	5-9	10-14	15+
*PTO hours accrued per hour paid:	.0577	.0769	.0962	.1000
PTO hours accrued per 40 hrs/pp	2.31	3.08	3.85	4.00
Maximum accrual (hours)	100	120	140	144

\*Holidays are not included in RCMG and affiliates' PTO