

Atrium Health Floyd ~ HUMAN RESOURCES
SUBJECT: PAID TIME OFF
NUMBER: AHF HR-02-003
EFFECTIVE DATE: 2/23



Paid Time Off

SUMMARY

Atrium Health Floyd encourages teammates to take time off from work to rest, relieve stress, and take care of personal and family responsibilities. Teammates benefit from time away from the workplace as rest helps increase work quality, boost morale, and maintain a healthier and happier workforce. As part of our focus on caring for our teammates, Atrium Health Floyd is proud to offer teammates a plan that encourages time off. This policy is applicable to all Atrium Health Floyd Full-Time and Part-Time Teammates.

DEFINITIONS

Paid Time Off (PTO) is how eligible teammates are paid for time off from work for holidays, vacation, personal and sick time. Teammates must follow department procedures to request PTO and obtain approval to schedule time off from work.

Extended Illness Bank (EIB) is non-vested time earned by eligible teammates to be used for the teammate's own serious illness as generally defined by FMLA.

POLICY

PTO is earned by eligible teammates each pay period and used to be paid for time off from work for holidays, vacation, personal, and sick time. Teammates must follow department procedures to request PTO and obtain approval to schedule time off from work.

Eligibility

Full and part-time regular teammates begin accruing PTO immediately upon starting work and may use PTO as it is accrued.

It is important for new teammates to be at work as scheduled in order to learn and become comfortable with their duties and responsibilities. Therefore, unless pre-arranged upon starting work, new teammates can schedule time off for vacation after their first 90 days of employment.

Accruals

Eligible teammates accrue PTO each pay period at a rate based on the teammate's years of continuous service, benefit status effective date, and full-time equivalent (FTE). Full-time teammates accrue PTO based on their length of service as shown below. Days per year in this table are based on an 8-hour day. For other shifts, multiply the number of hours accrued per pay period by 26 and divide by the hours in the shift. Part-time teammates accrue PTO based upon the percentage their worked hours are of fulltime worked hours each pay period. PRN and temporary teammates are not eligible for PTO.

0 – 5 Years	22 days/year = 6.75 hours per pay period
5 – 10 Years	25 days/year = 7.70 hours per pay period
Over 10 years	30 days/year = 9.25 hours per pay period

Progression to the next higher accrual rate is effective at the start of the pay period following the service anniversary date. Teammates can view their PTO balance and PTO taken under the accruals tab in Kronos.

Status Change

When a teammate moves from a non-PTO earning status (PRN) to one that does earn PTO, or vice versa, PTO will be earned or stopped from the status change effective date. Teammates who move into a benefits non-eligible position will be paid out their PTO balance at the time of the status change.

PROCEDURES

PTO FACTORS TO CONSIDER

1. Teammates must follow any department procedures to request time off and should obtain approval from their department leader prior to submitting a PTO request.
2. Atrium Health Floyd does not grant time off without pay and teammates must have enough PTO available to take time off from work.
 - The only exceptions are for medical needs or when the teammate is asked by their manager to take an out day for low census.
 - Teammates should be mindful of this requirement when requesting PTO and are encouraged to keep at least 40 PTO hours banked so that time is available to cover any upcoming holidays and for unexpected situations that may keep them out of work.
3. All time off is considered PTO and is either scheduled or unscheduled. **Unscheduled time off** results in an Occurrence and the time away is paid and deducted from the teammate's PTO bank.
 - Teammates must comply, to the extent possible, with department policies surrounding calling out of work for illness or emergencies and should check with the department leader for the call-out procedure in their work area.
4. Department leaders reserve the right to limit PTO during known busy times. Blocks of PTO (days or weeks) may not be granted during certain peak times and holidays so that all teammates may have the opportunity to use PTO during these times.
5. PTO cannot be paid in increments less than one hour per day for non-exempt (hourly) teammates and half-day increments for exempt (salaried) teammates.
6. PTO hours cannot be added in a pay period that would result in the teammate's total hours (PTO + hours worked) being more than their standard work hours.
 - There may be an exception when a Teammate picks up an extra shift.

7. If a teammate believes there is an error with their PTO accrual or pay out, they should bring this to the attention of their leader as soon as possible, within 30 days. If the leader confirms the error, they must notify Payroll to make the correction.

REQUESTING PTO

1. All teammates request PTO in advance through Kronos (on time clocks and through Kronos online).
 - Prior to submitting a PTO request in Kronos, any department procedures to request time off should be followed to obtain approval.
2. Requests should be made as soon as a teammate is certain they need time off from work.
 - At least 1 month's notice is recommended for PTO requests of 1 week or more.
 - At least 2 weeks' notice is recommended for time off totaling less than 1 week.
 - Departments may have procedures in place that require notice beyond these recommendations to meet operational needs.
3. While leaders are encouraged to grant requests, they must balance both teammate and operational needs and there may be times when a request is denied due to staffing levels, hospital census, and the ability to meet departmental needs.
 - Teammates and leaders should work together in these cases to find a more suitable time for the teammate to take PTO.
4. Requests should be granted by leaders on a first come basis, not determined by seniority.
 - When time off requests conflict among teammates, preference is given to the earliest request submitted.

PAYMENT OF PTO

PTO is generally paid at the teammate's base rate at the time PTO is taken. Overtime, differentials, and other pay premiums are not typically included in PTO payment.

Holidays

Atrium Health Floyd observes specific holidays where business offices and practices may close. PTO is used to compensate teammates for office closures and paid time for holidays is built into PTO accruals. Non-exempt (hourly) teammates in their first 90 days of employment with no accrued PTO available to use for the holiday, may be out without pay.

LEAVE OF ABSENCE

PTO does not accrue while teammates are on a Leave of Absence, including FMLA. Unless specified otherwise, teammates must use PTO during a leave of absence, including FMLA, until they return to work or until the PTO balance is exhausted, whichever comes first.

Parental Leave

Atrium Health Floyd offers paid leave for full-time teammates who are welcoming a new child to their home through a birth, adoption, or legal placement. This paid leave is for parents to care for and bond with their child, up to age 18, who is a newly added member of the teammate's family.

New parents are granted 4 consecutive weeks of paid leave, and teammates who give birth are granted a total of 6 weeks of paid leave. Eligibility begins immediately upon hire or effective date of eligible status and PTO is not required to be used first. A [Leave of Absence Request Form](#) must be submitted to request Parental Leave and [Parental Benefit details are available on PeopleConnect](#).

Bereavement Leave

Time off from work with pay may be granted to regular full and part time teammates whose normal work schedule is impacted by the death of a close family member. These days do not count as PTO and generally cover time needed to make arrangements, travel, or attend the funeral service. If the teammate's regular work schedule is not impacted, the days are not paid.

- Death of a teammate's **immediate family** (father, mother, sibling, spouse, child/legal guardian, or stepparent/child/sibling, grandparent/child) may have **up to 3 Bereavement Days** paid
- Death of a teammate's **extended family** (mother/father/sibling/son/daughter-in-law, or step grandparent/grandchild) may have **up to 1 Bereavement Day** paid
- If additional time off beyond the granted Bereavement days is needed, the teammate should contact their leader to request PTO for the additional time off
- Leaders may ask teammates to provide a death certificate or a published death notice before Bereavement pay is granted
- Bereavement is paid at the teammate's regular rate of pay for their normal scheduled hours

The Condolence policy describes actions taken by Atrium Health Floyd in the event of a teammate's death and certain covered family members. Family members covered in the Condolence policy are defined differently from family members defined above.

Jury Duty

Teammates called for jury duty will be excused from work. Atrium Health Floyd will pay full time and regularly scheduled part-time teammates their regular rate while serving for a maximum of 2 weeks per year. Time spent in Jury Duty counts toward hours worked during a shift and teammates excused from duty should report to work if their shift has not ended.

MAXIMUM ACCRUAL

PTO may be accrued and banked up to a maximum of 360 hours. The HRIS system will track up to 410 hours. **All hours in excess of 360 which are not used or cashed out will be forfeited.**

PTO CASH OUT

Atrium Health Floyd teammates may follow payroll procedures to Cash Out up to 80 hours of PTO in a pay period, up to two times per calendar year. A balance of at least 80 hours must be maintained in the teammate's PTO bank after a Cash Out payment, which is paid at the teammate's regular rate of pay.

DONATING PTO

PTO hours may be donated to another teammate subject to the following guidelines:

1. This action must be strictly voluntary with no coercion, of the donor's own accord.
 - No teammate may ask another to donate time to them or on behalf of anyone else
2. A teammate donating PTO will complete a Donation Form to indicate the amount of PTO to donate.
 - At least 50% of the PTO balance must be maintained in the donor's PTO bank after the donation
 - Time may be donated in full day increments only
 - Donated time is paid at the recipient's regular rate, without regard to the pay rate of the donor
 - For example, a teammate making \$20/hr donates to a teammate making \$30/hr (or vice versa), the recipient receives PTO paid at their own \$30/hr rate
3. A bonafide hardship will be verified and the donation approved by the CHRO and department VP.
 - The recipient's PTO balance must be less than 24 hours

EXTENDED ILLNESS BANK - EIB

Regular, full-time teammates accrue 2 hours of non-vested EIB time per pay period, to be used for the teammate's own serious illness as generally defined by FMLA. The maximum accrual in this bank is 360 hours. EIB may be accessed on the 6th consecutive day of the teammate's time away, the first 5 days must come from PTO. **These are notional accounts only and are not paid out at termination.**

OUT TIME

From time to time, at their leader's discretion, teammates may be asked to take time off without pay or "Out Time" due to a temporary lack of work in that particular unit or department. Since PTO is intended for personal use and not for other non-worked time, Out Time can be taken with or without pay. Every attempt will be made, however, to temporarily reassign teammates to other areas of the organization to work where there is a need before being asked to take the time off without pay.

END OF EMPLOYMENT

A teammate may not use PTO to satisfy a resignation notice. Additionally, PTO cannot be taken during a notice period and will not be approved if requested.

PTO is paid out upon end of employment, typically on the teammate's final paycheck. Teammates with an outstanding balance (medical bill, for example) or unfulfilled work commitment (from Educational Assistance, for example) will have any PTO pay out applied toward any balance due to the organization.

In the event of a teammate's death, any PTO balance will be paid to the teammate's designated beneficiary.

TEAMMATE RESPONSIBILITIES

Teammates are asked to carefully watch their PTO balance, maintain a reserve in their PTO bank for Holidays and emergencies, and follow organizational and departmental policies and procedures to request time off.

LEADER RESPONSIBILITIES

Leaders should monitor teammates' PTO at regular intervals and make sure that teammates are taking time away from work to refresh their minds and bodies and relax. Time away from work contributes to increased productivity and quality of work.

- Leaders should attempt to grant PTO requests while also balancing staffing and operational needs and the delivery of the mission of the organization.
- If a PTO request cannot be granted, the leader should discuss with the teammate the reason and alternative dates.

Approved by:

Review Responsibility: Chief Human Resources Officer, Director of Teammate Relations

Developed Date:

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