

Paid Time Off (PTO) HIGHLIGHTS

Atrium Health Floyd Teammates

EFFECTIVE JAN. 1, 2025



Your Health & Well-being



Your Financial Health



Your Life Benefits



Your Compensation



Your Optional Benefits



Your Career

PTO Eligibility

All regular Full-Time (30+ hours/week) or Part-Time (20-29 hours per week) teammates are eligible to accrue and use PTO benefits. Physicians, Advanced Practice Providers (APP) and residents are excluded from this PTO policy and may be eligible for a separate Paid Time Off program based on their contracts.



Our Paid Time Off (PTO) benefits are designed to give you the flexibility to spend time away from work the way you like—vacations, holidays, personal time, sick time or just relaxing.

PTO Accrual

Eligible teammates accrue PTO each pay period at a rate based on the teammate's years of continuous service, benefits status effective date and full-time equivalent (FTE). Part-Time teammates accrue PTO based upon their worked hours each pay period.

Your accrual is based on your position and years of service. Increases in accrual rates are effective during the month of your anniversary. PTO hours will accrue up to the maximum annual accrual allowed per the PTO Policy. If the maximum balance is reached, PTO accrual will stop until enough PTO is used to allow room in your PTO Bank for accrual to resume.

PTO Accrual Schedule

Full-Time Teammates		
Years of Service	Full-Time Accrual Rate	Maximum Annual Accrual
0 - < 5	6.75 hours	22 days
5 - < 10	7.70 hours	25 days
10+	9.25 hours	30 days

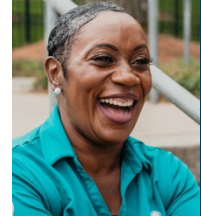
Part-Time Teammates		
Years of Service	Par-Time Accrual Rate	Maximum Per Pay Period
0 - < 5	0.08440 x hours worked	6.75 hours
5 - < 10	0.09620 x hours worked	7.70 hours
10+	0.11560 x hours worked	9.25 hours

Extended Illness Bank (EIB)

Full-Time regular teammates accrue two hours of non-vested EIB time per pay period to be used for the teammate's own serious illness as generally defined by the Family Medical and Leave Act (FMLA). The maximum accrual in this bank is 360 hours. EIB may be accessed on the sixth consecutive day of the teammate's time away; the first five days must be PTO. The EIB bank is a benefit provided by Atrium Health Floyd or employer and **is not** paid out at time of termination.

Paid Time Off

HIGHLIGHTS



Your Life Benefits

Using PTO

Once your PTO Bank is accessible, earned PTO will be available for use after the end of the pay period in which it is accrued.

You are required to use available PTO when taking time off from work—scheduled or unscheduled—for any time away from work for sick time, vacation, holiday, or personal time.

You should schedule your PTO hours in advance with your immediate leader. Your leader will consider departmental needs before approving any requested PTO. Other rules and guidelines may be considered, as outlined in the Atrium Health Floyd Paid Time Off (PTO) Policy.

PTO Programs

Atrium Health Floyd also offers alternative ways you can use your accrued PTO time:

- **PTO Cash Out** – Each year—in spring and fall—you can elect to cash out a portion of your PTO hours, up to a maximum number of 80 hours annually.
- **PTO Donation** – If another teammate is on an approved leave of absence due to a medical emergency, you can donate hours from your own PTO account to that teammate's PTO account.

PTO Cash Out

Eligible teammates may elect to cash out anywhere from 8 to 80 hours total in spring and/or fall each year. You can split the number of hours between the two cash out periods. However, at least 40 hours of PTO must remain in your PTO Bank after the cash out.

The hours you elect to cash out will be deducted from your PTO balance at the time of payment. In accordance with IRS Rules, PTO Cash Out is at 90% of the value of the PTO.



PTO Donation

Atrium Health Floyd provides teammates with the opportunity to demonstrate their compassion for fellow teammates by donating their PTO to assist those teammates who have exhausted their PTO balance, and who have a medical need for themselves or for an approved family member.

A medical need is a medical condition of a teammate or immediate family member that requires the teammate's absence from work for a period of time and would result in a loss of income for the teammate because he or she has exhausted their PTO balance.

To donate PTO hours to teammates:

- Eligible teammates can donate a minimum of 4 hours and a maximum of 40 hours per calendar year of their available PTO balance directly to a fellow teammate who is experiencing a medical need.
- The teammate that you choose to donate your PTO to must be on a continuous approved leave of absence due to a medical emergency prior to your donation and must have 12 hours or less in their PTO Bank.



More information

Questions?
HR Shared Services
706-509-5570
8 a.m.-4:30 p.m. ET, M-F

The PTO benefits summary does not contain all the terms and provisions of the plans that are part of this program. If there is a discrepancy between the content of the document and the official legal documents for these plans, the official legal documents will govern. Advocate Health reserves the right, at its discretion, to amend, change or terminate any of their benefit plans, programs, practices, or policies, as they require. Nothing in this summary shall be construed as creating an expressed or implied obligation on Advocate Health's part to maintain such benefit plans, programs, practices or policies.