

Paid Time Off (PTO) HIGHLIGHTS

Atrium Health Navicent 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.



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

You will accrue PTO based on your hours worked and length of service, not to exceed approved full-time equivalent (FTE). You will not accrue PTO for hours paid while on Short-Term Disability, Long-Term Disability or Parental Leave. Eligible teammates begin accruing PTO as of their date of hire or eligibility.

Your accrual is based on your status and years of service. Increases in accrual rates will be 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.

All seven holidays recognized by Advocate Health have been built into the PTO schedule posted below for non-exempt teammates. Exempt teammates do not accrue PTO for holidays.

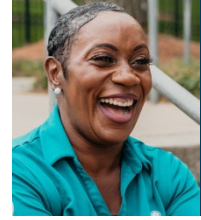
PTO Accrual Schedule

Full-Time Teammates	
Months of Service	Maximum Accrual Hours - 2025
0 - 60	240
61 - 180	320
181+	400

Part-Time Teammates	
Months of Service	Maximum Accrual Hours - 2025
0 - 60	120
61 - 180	160
181+	200

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 cannot borrow against your anticipated PTO Bank.

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. PTO cannot be submitted for more than your regular standard work hours. 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 Navicent Paid Time Off (PTO) Policy.

PTO Programs

Atrium Health Navicent 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 Navicent 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
478-633-1510
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.