

## **Atrium Health Navicent PTO Buy Back Program Frequently Asked Questions**

### **1. How can I request PTO Buy Back?**

PTO Buy Back is available throughout the calendar year. To sell back PTO hours, follow these steps:

- Log into the TASS timekeeping system.
- Confirm your available PTO balance is greater than 80 hours.
- Click “Add Calendar” and enter the Date, Pay Code=PALBB, the number of PTO hours you would like to redeem, and click “Save”.
- Payment for the redeemed hours will appear in the paycheck for the pay period in which the entry was made.

### **2. Is there a limit to the number of PTO hours I can sell back?**

- Teammates must have a PTO balance greater than 80 hours to participate and a minimum of 80 hours after completing the PTO Buy Back.
- Teammates may sell a minimum of 8 hours and a maximum of 80 hours at one time.
- Teammates may sell back PTO hours a maximum of two times per calendar year.

### **3. What rate is my PTO Buy Back paid?**

PTO Buy Back is paid at 90% of the teammate’s current rate of pay at the time of payout for financial compliance reasons.