

# Managing Time Away

## Atrium Health Floyd Teammates

February 2024

### Paid Time Off (PTO) Programs

| Program                     | What it is   | How it works   | Notes  |
|-----------------------------|--|--|--|
| PTO Accrual                 | Eligible teammates accrue PTO each pay period.   | <ul style="list-style-type: none"><li>• Accrue hours based on hours you are paid for.*</li><li>• Accrued hours will become available for use after the end of the pay period in which they are approved – they are not “frontloaded”.</li><li>• Accrual will increase in the month of your anniversary if applicable.</li></ul> <p>*PTO hours are not accrued on Disability, PTO Donation, Parental Leave or PTO Cash Out.</p> | <p>Your balance appears on your payslip and in CORE Connect.</p> <p>Enter time away in your time management system, Kronos.</p> <p><b>UPDATE: Effective March 24, 2024, teammates will enter time away and check their PTO balance in symplr® Workforce.</b></p> |
| PTO Cash Out                | Receive pay rather than time off two times per year.   | <ul style="list-style-type: none"><li>• You can cash out a minimum of 10 hours and a maximum of up to 80 hours of accrued PTO two times (up to 160 hours) per calendar year.</li><li>• You must maintain a minimum of 80 hours of PTO in your bank to receive payout.</li><li>• <b>UPDATE as of March 24, 2024: PTO Cash Out is paid at 90% of the value of PTO.</b></li></ul>   | <p>More details are available via <a href="#">PeopleConnect</a>.</p>   |
| PTO Donation                | Donate hours from your PTO account to another teammate who is experiencing a medical emergency and meets certain eligibility guidelines. | <ul style="list-style-type: none"><li>• You must maintain at least 50% of your PTO balance after donation.</li><li>• PTO may be donated in 8-hour increments.</li><li>• Teammates receiving PTO must have less than 24 hours in their PTO bank to receive a donation.</li></ul>  | <p>More details are available via <a href="#">PeopleConnect</a>.</p>   |
| Extended Illness Bank (EIB) | Eligible teammates accrue 2 hours of non-vested EIB per pay period.  | <ul style="list-style-type: none"><li>• EIB is to be used for the teammate’s own serious illness as generally described by FMLA.</li><li>• Maximum accrual is 360 hours.</li></ul>   | <p>More details are available via the PTO Policy and via <a href="#">PeopleConnect</a>.</p>  |

#### Questions?

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