



POLICY and PROCEDURE

Paid Time Off - PTO		
Effective Date: 8/31/2024	Original Date: N/A	Approval Date: 8/31/2024
Number: ESSB - 152		
Facility (Scope): All PMC Employees		
Type: 2 Year Review		Owner: Human Resources Director
Replaces: Any previous Paid Time Off – PTO Policy		
Other required review/approval(s) (name, title): Chief Executive Officer		
Regulatory or Accreditation Agency: None		

POLICY STATEMENT:

- A. Pioneer Medical Center provides for paid time away from work through a Paid Time Off (PTO) and floating holiday system.
- B. This policy describes how PTO benefits are accrued and floating holidays are provided and under what conditions benefits are utilized.

DEFINITIONS:

- A. Eligibility - To be eligible for PTO and floating holiday benefits, employees must be regular status with an approved full time equivalent (FTE) of 0.50 or greater (20 hours per week or greater) and must have satisfactorily completed the one month waiting period.

PROCEDURE:

A. Paid Time Off (PTO)

- 1. PTO provides eligible regular status employees an established number of paid hours off per year for personal use. The number of accrued PTO hours per year is intended to be used for time away from work; including but not limited to holidays, vacation, sick, bereavement, medical appointments, and personal days.
- 2. The number of PTO hours earned is related to the number of hours worked per pay period, the number of years employed at Pioneer Medical Center, employment status and position within the organization. The maximum number of hours allowed to accumulate is in proportion to the number of years of benefit eligible service from the most recent date of hire.
- 3. The following schedule defines PTO accruals for a full-time employee:

Years of Continuous Employment	Accrual per Hour Worked	Maximum Hours Allowed in Account
Less than One	0.04615	96
1 - 4	0.06153	128
5 - 9	0.07692	160
10 +	0.0923	192



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B. PTO Requests and Approvals

1. Employees are encouraged to plan and schedule time off from work. Employees are encouraged to take at least one consecutive vacation equivalent to the number of hours regularly scheduled for them in a one-week period for work/life balance.
2. PTO hours are to be used for scheduled and unscheduled time away from work. Use of PTO hours must be scheduled and approved in advance by management (except for those due to illness/emergency) to ensure that the staffing needs of the department/organization are met.
3. Prior to requesting vacation time and prior to the manager granting PTO, the employee must have PTO available or will have accrued PTO by the vacation request date.
4. The employee does not need to have adequate PTO to cover the request at the time the request is submitted. The employee is expected to have the PTO hours accrued by the date the vacation/time off begins. If there is not adequate PTO at the start of the vacation, the manager may deny the vacation, or the employee may be required to reduce the time-off accordingly.

C. PTO Utilization

1. PTO hours begin accruing on the first day of regular status employment and are available for use after satisfactory completion of the one month waiting period. PTO hours must be accrued before they can be taken. The PTO hours available are shown in employee self-service every pay period as well as in Kronos. An employee who separates employment with Pioneer Medical Center or changes to a non-benefit (per diem or temporary) eligible status prior to satisfactory completion of the one month waiting period, forfeits all accrued hours.
2. Non-Exempt employees are required to use PTO hours, if available, when taking time off. Use of PTO for scheduled/unscheduled time off is still required even if the employee works extra hours or shifts during the pay period unless mutual agreement was made between supervisor and employee to flex hours within the pay week.
3. Exempt employees wishing to take a full day off for purely personal reasons are required to utilize PTO or Floating Holiday hours, if available; if time is not available, pay is reduced. Exempt employees requesting a partial day must work 4 hours and are not required to use any PTO.
4. Employees are required to utilize their PTO for scheduled and unscheduled absenteeism if PTO is available.
5. PTO hours may be utilized for observed holidays when the holiday falls on a regularly scheduled day. Employees in the one month waiting period may utilize PTO hours for observed holidays if the holiday falls on a regularly scheduled shift.



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D. System Requested Absences

1. For non-exempt employees, PTO hours may be utilized for system requested absences (SRA) when an employee is asked to stay home and not report for a scheduled shift or is sent home during his/her shift due to the business needs of Pioneer Medical Center. Non-exempt employees have the option of utilizing PTO for an SRA or to taking the time without pay. Employees in the one month waiting period will be allowed to utilize PTO hours for periods of SRA if sufficient hours have accrued.
2. Exempt employees who are SRA'd for a full day must use PTO. If no PTO is available pay is not reduced. Exempt employees, who are SRA'd for a partial day, must use PTO: if no PTO is available pay is not reduced.
3. Employees will accrue PTO hours on system requested absence hours up to the maximum allowable.

E. Floating Holidays

1. Eighty (80) hours are available to staff each fiscal year based off of FTE, from July 1st through the last day in the last full pay period ending in June to use for both Pioneer Medical Center observed holidays and personal days designated by the employee. Use of floating holiday hours must be approved by the manager and are not available for SRA time, unscheduled absences or leaves of absence. ***Note: Under certain limited and rare circumstances, the Human Resources Manager may temporarily authorize the use of floating holidays for unscheduled absences or leaves of absence. When authorized, a communication will be sent specifying a start and end date to this temporary change. Contact Human Resources to confirm the status of any temporary changes to the use of Floating Holidays.**
2. Floating holiday hours are based on an employee's FTE status as of July 1 of each year and available after completing one month of employment.
3. Floating holiday hours can only be used for full shifts, with the exception of half days worked on Christmas Eve and New Year's Eve.
4. Floating holiday hours are prorated for newly hired employees based on the month of hire and FTE status.
5. The number of hours provided to an employee on July 1 of each year is based on the employee FTE status and are the number of hours for that fiscal year. Hours are not adjusted based on change in status unless an employee changes to a status that is not benefit eligible.
6. Floating holiday hours are not paid out when an employee leaves employment or transfers to per diem status or a non-eligible position
7. Floating holiday hours, if available, may be utilized in the one month waiting period for observed holidays only.



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Floating Holiday Per FTE Matrix						
Month Hired FY - July 1	FTE 1.0	FTE .9	FTE .8	FTE .7	FTE .6	FTE .5
July	80	72	64	56	48	40
August	80	72	64	56	48	40
September	72	64	56	48	40	32
October	64	56	48	40	40	32
November	56	48	40	40	32	24
December	48	40	32	32	24	24
January	40	32	24	24	24	16
February	32	24	24	24	16	16
March	24	24	16	16	16	8
April	16	16	8	8	8	8
May	8	8	8	8	8	8
June	0	0	0	0	0	0

F. Floating Holiday Splash

1. In the fiscal year when an employee completes 15, 20, 25, 30, etc. years of service with Pioneer Medical Center, an additional 40 floating holiday hours are available for use during that fiscal year.
2. The 40 splash floating holiday hours are not prorated.
3. The 40 splash floating holiday hours are not paid out when an employee leaves employment or transfers to per diem status or non-eligible positions.

G. General Considerations

1. PTO hours are accrued on worked and system requested absences only up to a maximum of 80 hours per pay period. No time is accrued on non-worked hours such as vacation, extended leave time, during an unpaid leave of absence or during a suspension without pay.
2. Employees enter the PTO hours and floating holiday hours in the automated attendance system, or on their Timecard Edits and Payroll Correction Worksheet. Employees are paid up to their approved FTE each pay period except during unpaid leaves of absence or during suspension without pay. Employees are required to utilize PTO or floating holiday time, if available, for time away from work.
3. Compensation for PTO hours and floating holiday hours are paid at the employee's current base rate of pay.
4. PTO hours or floating holiday hours may not be utilized during the required notice for separation of employment.
5. PTO hours and floating holiday hours may only be utilized up to the approved FTE equivalent.



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6. After the employee has successfully completed the one month waiting period, PTO hours are paid out in the event of employment separation. If separation of employment occurs during the one month waiting period, accrued hours are forfeited.

REFERENCES:

1. ESEP-107 Absences
2. ESEP-150 Employee Benefits
3. ESEP-157 Holiday Observation
4. ESEP-134 Leaves of Absence
5. ESEP-140 Low Census Requested Absences
6. ESEP-124 Compensation Philosophy

KEY WORDS AND KEY PHRASES:

System requested absence, time off, vacation, PTO, sick

“In order to retain necessary flexibility in the administration of policies and procedures, Pioneer Medical Center reserves the right to revise, supplement, or rescind any policies or procedures at its discretion. Moreover, Pioneer Medical Center may take reasonable action as necessary to clarify existing policies or to respond to issues not addressed by any written policy or procedure.”