PTO FAQ for PRN Employees

1. **When do I accrue PTO?**

PTO is accrued when employee meets the qualifying time of 30+ hours averaged per week over a 6 month look back period. The look back period will be the same as benefits eligibility look back and 401K look back. Once an employee is determined to be eligible for health benefits they are also eligible for PTO. The amount of hours granted will be equal to the average of hours accumulated per week in the 6 month look back period. This means after 6 months and eligibility is determined the employee will receive 1 week of PTO (as determined by average hours worked) to be used once approved by supervisor.

1. **How often do I accrue PTO?**

At each 6 month look back it will be determined as to whether another week will be granted based on eligibility.

1. **How much PTO do I accrue every 6 months?**

|  |  |  |
| --- | --- | --- |
|   | Hours | Weeks |
| Year 1-3 | 30 - 40 | 1 |
| Year 3-6 | 45 - 60 | 1.5 |
| Year 6+ | 67.5 - 80 | 2 |

**\***Years of service for PTO accrual purposes begin as of 1st PTO accrual date. Years of service will also be adjusted if an employee does not meet eligibility to earn an additional week at the lookback period. Year 2 begins after 2 PTO accruals regardless of actual time since first accrual.

1. **What if I am short on hours?**

If an employee is short on hours in a work week where they did not take PTO for a vacation or illness then no hours will be deducted; Supervisors may be notified for disciplinary purposes if an employee is consistently short on hours. If the employee did have a day off for illness or vacation the number of hours deducted from PTO will equal 8 hours less any hours worked that day.

1. **What if I work a partial day**

PTO is deducted in half hour increments no less than 0.5 and no more than 8 hours for any single day absent. PTO will be deducted at 8 hours less any hours worked that day.

1. **What if I make up hours in the work week**

Employees are allowed to make up hours in the work week, Sunday through Saturday; PTO will be deducted in the amount of average weekly hours less actual hours worked.

1. **Does my medical leave affect anniversary dates**

FMLA guidelines require eligible employees up to 12 weeks of unpaid leave for medical emergencies, family health crises, or the birth or adoption of a child. Compassionate does require employees to use up paid leave first, so that the paid and unpaid leave run concurrently.

Your anniversary dates will not change due to an FMLA or worker’s compensation leave of absence. If your 6 month anniversary falls on a date that you are on leave those hours will be available to you on your first date back to work, but does not affect anniversaries moving forward.

1. **Do you credit paid holidays that occur over a vacation?**

We credit PTO if a paid holiday occurs over a vacation. For example, if employees take July 2nd through July 6th off work and July 4th is a paid holiday, this day would be credited back to the employee’s PTO bank.

1. **Can I take an unpaid day off?**

If you have PTO hours in the bank you may not elect an unpaid day off. Unpaid days off will only occur if the PTO balance is zero and a day off is approved by your supervisor.

1. **Can my PTO hours be deducted for a snow day?**

We do not deduct PTO hours for a snow day if the office is closed. If you are unable to come into the office or work from home due to weather PTO may be deducted at your supervisor’s discretion.

1. **How many PTO carry-over days do you allow?**

Employees are not able to bank more than the annual benefit amount. For example: Employees receiving 40 hours every 6 months will not exceed 80 hours at any time. Employees receiving 60 hours every six months will not exceed 120 hours at any time. If you are at the capped amount of PTO you will not accrue any additional days. Days will not be retroactively accrued and credited to the employee’s bank. You do not, however, lose hours at the end of a calendar or your anniversary year as they do not expire.

1. **If I lose my PTO eligibility at the 6 month look back do I lose the PTO that I have already accrued?**

Unused accumulated PTO will not be lost if avg. hours are below expectations.

1. **If I move from a part time or PRN position to a regular full time position do my anniversary dates change?**

No, when an employee changes statues their anniversary dates do not change. However, future eligibility and accrual for PTO will be based on hours worked under the new status.

1. **What if I have an emergency and cannot submit a time off request in advance?**

 In situations where an emergency occurs, the supervisor has the discretion to grant Paid Time Off requested by an employee if time is available.

1. **If I am scheduled to work 20 hours a week but actually work 30 hours, do I accrue paid time off on 20 hours or 30 hours?**

You accrue PTO on all hours worked up to 40 hours per week (non-exempt).

1. **Is PTO paid out at time of termination or resignation?**

No, because our policy combines sick time and vacation time it is not required for us to pay out accrued PTO at time of departure. PTO will not be paid out at termination of employment regardless of reason. Time off requests are also not approved once an employee has submitted their notice of resignation.

1. **If I am sent home sick by my supervisor am I able to work from home?**

No, in an effort to ensure you recover as quickly as possible employees sent home sick by their supervisors should not work from home and cannot make up hours the same day as they are sent home.

1. **How do I request time off**

Time off requests must be submitted, in writing, using the “time off request form”. Requests will be accepted up to 6 months prior to and no later than 2 weeks before the first day of requested date(s) that you wish to take off.

Requests will be considered on a first come first serve basis. Submitting a request is not a guarantee that the requested time off will be granted. Patient census, patient care, staffing needs, and current staffing availability will all be considered when determining if a time off request can be approved.

If time off is approved, the office will need a detailed schedule of all patient information in order to staff your patient accurately during your time off. While you can ask co-workers if they are available to cover for you, it is the scheduler’s job to make the final assignments.

**Time off is limited to the following**: If you are an employee of CHHC with 1-3 years of service, you may take up to 2 consecutive weeks of time off, not to include more than 3 consecutive weekends. If you need more than 2 weeks of time off, a leave of absence must be considered instead; all the policy and procedures that apply to a leave of absence will be followed, including the prepayment of any benefit coverage that may accrue during your absence. If you are an employee of CHHC with greater than 3 years of service, you may take up to 3 consecutive weeks of time off, not to include more than 3 consecutive weekends. If you need more than 3 weeks of time off, a leave of absence must be considered instead; all the policy and procedures that apply to a leave of absence will be followed, including the prepayment of any benefit coverage that may accrue during your absence.

**Time off requests will not be approved for employees who have submitted their notice of resignation**