

# Paid Time Off (PTO) Highlights

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Everyone needs a break from work. One of your Carilion benefits is Paid Time Off (PTO) which can be used for vacation, holidays, and sick days. The PTO program offers flexibility and accessibility when scheduling time away from work. You will earn Paid Time Off for every regular paid hour up to 80 hours, and may take PTO after you have earned it with your manager's approval.

## Eligibility

All regular full time, regular part-time, and part-time employees, regardless of the number of hours worked, are eligible for the PTO program.

## Earning PTO

The rate you earn PTO depends on the number of years you have worked for Carilion. The number of PTO hours earned for each paid hour (excluding on-call hours, leave without pay or while receiving Short Term Disability or Long Term Disability income) is:

Length of Service	PTO Hours Earned per Hour of Work	PTO Hours Earned in an 80-Hour Pay Period	PTO Days Earned in a 2080-Hour Year
0 – 4.99 years	.0924 Hours	7.39 Hours	24 Days
5 – 14.99 Years	.1115 Hours	8.92 Hours	29 Days
15 Years or more	.1308 Hours	10.46 Hours	34 Days

The maximum PTO you may save at any time is 480 hours (60 days). Your PTO balance will show on your paycheck.

## Using PTO

You may take your PTO in an amount as little as 15 minutes at a time. Your manager must approve all Paid Time Off. Remember, these hours of PTO are for all types of time off - holidays, sick days, vacation - plan carefully! If you use all your PTO and then get sick, the time off will be unpaid. If your department is closed on a holiday, you will need to use PTO.

Full-time, Regular Part-time, and Part-time employees hired prior to 1991 who had sick hours deposited into an Extended Illness Bank (EIB) may use EIB hours after using three (3) cumulative days of PTO within the Performance Review year for employee's personal illness. EIB hours will be deleted when changing to a flex status. If there is a status change from flex to Full-time, Regular Part-time, or Part-time or you are rehired within 90 calendar days in a PTO-eligible status, your EIB hours will be reinstated.

## Cashing In PTO

If you have over 80 hours of PTO saved, you may "cash in" days up to five (5), and use the dollars as you wish. The amount of cash you see in your paycheck will depend on the number of days you "cash in", your current base salary, and tax rates.

You can "cash in" three times a year – in March, July, and November. You may "cash in" from 1-5 days in eight-hour increments, but 80 hours must remain in your account after "cash-in".

## **Changing Status**

If you change status from a PTO-eligible status (full-time, regular part-time, part-time) to non-eligible status (flex) and back to PTO-eligible status within 90 calendar days, your original PTO accrual date will be reinstated. If, however, the status change occurs greater than 90 calendar days, you will begin with a brand new PTO accrual date.

## **Leaving Carilion**

Employees who complete 6 months of employment will be paid for all PTO hours saved upon retirement or termination with proper notice.

If you are rehired into a PTO-eligible status within 90 calendar days of separation, your original PTO accrual date will be reinstated.

Employees that retire and receive a pension, then come back to work part-time, will be paid their PTO and EIB hours will be deleted. If returning in a PTO-eligible status, the PTO accrual date will be the date the employee is rehired after retiring.

*This description tries to simplify the program as much as possible to give you a clear and accurate summary of the information that is most important to you. It is, however; only a summary, and if there is any conflict or inconsistency between the provisions of the program and this description, the provisions of the program will govern. Certain limitations and exclusions from coverage which are set forth in the Plan may affect the benefits available. Carilion reserves the right to amend or terminate the program in whole or in part at any time.*

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