

**HOLY CROSS HEALTH PAID TIME OFF (PTO) PROGRAM (HR-05-550) SUMMARY**

Holy Cross Health (HCH) believes that its Colleagues are the key to what makes a great healthcare system. Although work makes up a large portion of a Colleague's life, we believe that a balance between work and nonwork activities is essential to maintain quality performance and a positive work atmosphere. To support this philosophy, HCH provides eligible Colleagues a paid time off (PTO) plan that is used for time off for the following reasons:

* Vacations
* Holidays \*
* Illnesses
* Personal appointments
* Time off occasioned by the organization

**\* Note: PTO is also used to compensate for unworked holidays. There is not separate "holiday pay" for time off on holidays.**

* Eligible Colleagues will begin accruing PTO upon hire; accrued PTO is available to use after the first pay period of employment
* PTO is accrued biweekly and indicated on Colleague's paychecks (see PTO accrual tables below)
* The available PTO balance cannot exceed the maximum hours indicated in the table below
* Accruals will stop if the maximum balance is reached; Colleagues are advised to manage their time off to avoid reaching their maximum and risking forfeiture of accruals
* Accruals of PTO are based on length of service, employment status, and the actual number of worked hours in a pay period not to exceed 80 hours per pay period (on-call time, overtime, and disability hours are not included in calculating PTO accruals)

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### PTO ACCRUAL TABLES

**HOURLY COLLEAGUES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Length of Service** | **PTO Accrual Factor\*** | **Maximum Annual Accrual (Hours)** | **Maximum Balance (Hours)** |
| 0-4 years | .0923 | 192 | 288 |
| 5-9 years | .1038 | 216 | 324 |
| 10-14 years | .1115 | 232 | 348 |
| 15 or more years | .1192 | 248 | 372 |

* **Eligible hours worked in pay period times the accrual factor equals PTO hours earned in pay period, for example: 80 hours x .0923 = 7.384 hours of PTO**

**SALARIED COLLEAGUES\***

|  |  |  |  |
| --- | --- | --- | --- |
| **Length of Service** | **PTO Accrual Factor\*** | **Maximum Annual Accrual (Hours)** | **Maximum Balance (Hours)** |
| 0-4 years | .1000 | 208 | 312 |
| 5-9 years | .1115 | 232 | 348 |
| 10-14 years | .1192 | 248 | 372 |
| 15 or more years | .1269 | 264 | 396 |

* **Eligible hours worked in pay period times the accrual factor equals PTO hours earned in pay period, for example: 80 hours x .1000 = 8 hours of PTO**

\*There is a separate accrual table for those salaried Colleagues in a Director level position or above.



### PTO ACCRUAL TABLE

**SALARIED COLLEAGUES – Director Level and Above**

|  |  |  |  |
| --- | --- | --- | --- |
| **Length of Service** | **PTO Accrual Factor\*** | **Maximum Annual Accrual (Hours)** | **Maximum Balance (Hours)** |
| 0-4 years | .1154 | 240 | 360 |
| 5 or more years | .1269 | 264 | 396 |

* **Eligible hours worked in pay period times the accrual factor equals PTO hours earned in pay period, for example: 80 hours x .1154 = 9.232 hours of PTO**