



# Planned Time Off Program

You must use your Paid Time Off (PTO) hours for sick days, vacation time, holidays and other personal time off from work. You must obtain approval in advance from your leader before using your PTO hours.

## Who Is Eligible

**You are eligible for PTO if you are a regular full-time or part-time team member assigned a total FTE (full-time equivalent) of 50% or greater.**

PTO benefits are accrued in hours based on working a maximum of 80 hours per pay period. No PTO credit is earned for hours worked in excess of 80 hours per pay period. For those who worked less than 80 hours per pay period, the earned hours will be prorated based on actual hours worked.

## PTO Donation Program

Banner Health allows PTO donations to assist team members with unexpected needs. This program allows us to help each other. For program details and eligibility criteria, click [here](#).

## Approved Time Off — Physicians

You must use your Approved Time Off (ATO) hours for vacation time, holidays and other personal time off from work. You must obtain approval in advance from your leader before using your ATO hours.

You are eligible for Approved Time Off if you are classified as a regular full-time or part-time physician assigned a total FTE of 50% or greater.

ASK ALEX

ENROLL NOW

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Banner Health automatically provides this coverage for eligible team members.

No enrollment is required.

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**To view details regarding your time away from work:**

PLANNED TIME OFF