

# Paid Time Off & Extended Sick Leave

Paid Time Off (PTO) combines time off for vacation, holidays, illness, family emergencies, bereavement leave, religious observances, health or dental care, personal business and other approved elective absences into one account of paid time off.

## How much PTO do I accrue?

**SEIU, PRN represented and Non-contractual Employees (NCE)** - Paid Time Off (PTO) hours accrue based on your hours worked (up to 80 / pay period) and length of service at the Hospital. PTO hours also accrue on PTO taken, and Jury and Witness Duty leaves. The maximum accrual is 400 hours. The chart below shows how the hours are accrued each pay period.

**Local 39 represented** - Paid Time Off (PTO) hours accrue based on your work status (FTE) and length of service at the Hospital. PTO accrual is prorated for regular part time employees. The maximum accrual is 500 hours. The chart below shows how the hours are accrued each pay period for a full time employee.

Paid Time Off Accruals		
Length of Service	Per Hour	Maximum Per Pay Period
Less than 2 years	0.1096	8.77
At 2 years	0.1135	9.08
3 years	0.1327	10.62
4 years	0.1519	12.15
5 years	0.1538	12.31

Paid Time Off Accruals		
Length of Service	Per Hour	Maximum Per Pay Period
10 years	0.1596	12.77
11 years	0.1635	13.08
12 years	0.1673	13.38
13 years +	0.1712	13.69

## How much extended sick pay (ESL) do I get?

Regular full-time employees accrue 40 hours per year. Regular part-time employees accrue ESL on a prorated basis based on their work (FTE) status. There is no maximum accrual.

## Extended sick leave accrual per pay period

Employee Work Status (FTE)								
	1.0	0.9	0.8	0.75	0.7	0.6	0.5	0.4
Extended Sick Leave	1.538	1.385	1.231	1.154	1.077	0.923	0.769	0.615

## What happens to my PTO and ESL if I leave?

Upon termination, 100% of your accrued PTO balance is paid out to you. The payoff rate is your hourly rate. ESL balance will be zero out upon termination or transfer to a Per Diem Status.

## Tell me about education leave

If you are a PRN represented Nurse, the purpose of Education Leave (EL) is to compensate the RN for time spent on educational experiences while employed by the Hospital that are not required by the Hospital and/or the management representative. RN's may accrue up to 48 hours per year and may not exceed 80 hours in their Education Leave bank.

Education Leave Accrual Schedule							
Work Status	FT	0.9	0.8	0.7	0.6	0.5	0.4
Days/Year	6	5.4	4.8	4.2	3.6	3	2.4
Hours/Year	48	43.2	38.4	33.6	28.8	24	19.2
Hours/Pay Period	1.846	1.662	1.477	1.292	1.108	0.923	0.738