

PAID TIME OFF (PTO)

A. Use of Paid Time Off (PTO)

PTO provides employees working as Direct Caregiver Staff (Personal Care Assistants (PCAs), Home Health Aides (HHAs) and Homemakers) with paid time off to use for vacation, personal time or employee/family illness. Earned and accrued PTO must be used before any request for unpaid leave may be granted.

B. Eligibility

Employees who work an average of forty (40) or more hours per pay period are eligible for PTO.

C. Accrual of PTO

PTO is calculated using a percentage rate per hours worked. See table below for the number of hours that may be earned during a year of service. Employees become eligible for the new higher accrual rate the first full pay period following the employee's anniversary date of hire.

PTO does not accrue on unpaid leaves of absence. PTO is not part of any overtime calculation. Hours worked on time sheets submitted out of payroll cycle or not properly recorded through Dial-n-Documents Telephony will not be used towards the accrual of PTO.

Years of Service	Percent Rate Per Hour	Number of Hours Earned Per Year
0-2	.035	72.80
3-5	.045	93.60
6-9	.055	114.40
10+	.065	135.20

D. Procedure

PTO may not be used until an employee has successfully completed his/her six (6) month orientation period.

To request PTO for extended time off, such as vacation, employees must notify the scheduling department at least two (2) weeks in advance of the first day off. When PTO is requested, the Scheduler will complete a PTO request form for the employee confirming the request. In certain situations, employees may be responsible for finding replacement staff. SEMCIL and SEMCIL UHHC reserve the right to deny PTO requests if there are scheduling conflicts.

Employees who wish to use PTO because of unexpected illness or other absences are to contact the payroll department within the same pay period as the time off to receive PTO for the missed hours, if PTO is available. The Payroll Specialist will complete a PTO request form for the employee confirming the request.

Employees may take PTO in one (1) hour increments.

E. Maximum PTO Accrual Cap, Maximum PTO Carry Over and Cash Benefit Option

Each employee's PTO accrual, regardless of years of service, will be capped at 80 hours per year. Once an employee's PTO accrual reaches 80 hours, no additional PTO will

accrue. At the end of each calendar year, employees may carry over PTO to a maximum of 40 hours.

PTO may be taken as cash to a maximum of 80 hours per year. This cash benefit option may be requested twice a year, in May and November ONLY. Employees wishing to take PTO as cash must submit a completed request form to payroll no later than April 15th and/or October 15th. PTO taken as cash will be paid on the corresponding pay date for April 15th or October 15th.

The PTO/cash benefit request form can be obtained by contacting the SEMCIL and SEMCIL UHHC office(s) or on-line at www.semcil.uhmc.org.