

**SOUTH GEORGIA MEDICAL CENTER
HOSPITAL PERSONNEL POLICIES AND PROCEDURES**

POLICY TITLE: **PAID TIME OFF PLAN (PTO)**
PREPARED BY: Director Human Resources
COORDINATED BY: JB DIVISION MANAGER
APPROVED BY: [Signature]

POLICY NUMBER: **PPP 7**
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9/17/13

Approved by Administrative Council 9/17/13

PAID TIME OFF PLAN (PTO)

POLICY PURPOSE

To provide a mechanism for eligible employees to have time off from work with pay.

PROCEDURE:

To provide a standard plan for eligible employees to accrue time off with pay to be used for vacations, designated holidays, personal illnesses, and absences due to illnesses of spouse, child, or parent.

I. GENERAL INFORMATION:

A. Paid Time Off (PTO) Eligibility

All benefit eligible employees except those who have elected to waive their benefits, will accumulate Paid Time Off (PTO) hours based on the formula shown below and at the rate appropriate to their years of service. The accrual of time begins on the first pay period following the 91st day of employment or transfer to a benefit eligible position.

Paid Time Off (PTO) may be accumulated up to a maximum of 500 hours. No hours will be accumulated or paid over the 500 hour maximum.

B. Paid Time Off (PTO) Accrued

1. Regular/Full Time Employee

A regular/full time employee is one who consistently works a minimum of 30 hours in a normal workweek. Full time employees (40 hr/wk) earn PTO at a rate of 21 days (168hours) per year.

This time off includes 9 vacation days, 7 holidays, and 5 sick days for each of the first 4 years of continuous employment.

Beginning with the fifth year of service and each year thereafter, Paid Time Off will be earned at the rate of one additional day per year to a maximum of 31 days (248hours) at 14 years of service. Paid Time Off is earned on hours worked at the rates shown below.

2. Eligible Part Time Employee

A regular part time employee is one who consistently works at least 20 hours per week, but less than 30 hours in a normal workweek. Eligible Part Time employees earn PTO based upon hours worked and years of service at the rates shown in paragraph D.

C. 7On/7Off

1. Staff employed to work a 7on/7off schedule after December 1, 2005, will accrue PTO each pay period.
2. Accrual is based on hours worked and the employee's years of service. With the department manager's advance approval, the employee may schedule time off on their week to work.
3. Staff members who were working a 7on/7off schedule as of December 1, 2005 have a **one time option** to change from accumulating PTO to not accumulating PTO or vice versa. **Once made, the option may not be revised.**

D. Accumulation of Paid Time Off (PTO) Hours

Paid Time Off may be accumulated up to a maximum of 500 hours (62.5 days). No additional time will accrue after 500 hours have been accumulated.

Years' Service	Accrual Rate	Hours	Days
0-4 years	0.0808/hr. paid	168	21 days
5 years	0.0846/hr. paid	176	22 days
6 years	0.0885/hr. paid	184	23 days
7 years	0.0923/hr. paid	192	24 days
8 years	0.0962/hr. paid	200	25 days
9 years	0.1000/hr. paid	208	26 days
10 years	0.1038/hr. paid	216	27 days
11 years	0.1077/hr. paid	224	28 days
12 years	0.1115/hr. paid	232	29 days
13 years	0.1154/hr. paid	240	30 days
14 years	0.1192/hr. paid	248	31 days

- PTO accrues on paid hours up to a maximum of 80 hours per pay period. **The above figures show Paid Time Off benefits for a regular full time employee who is paid 80 hours each and every pay period.**

Each full time employee is encouraged to take a minimum of one week's Paid Time Off each year and time taken must be in increments of one hour.

E. Use of PTO (Vacation, Sick Leave, or Holidays)

1. Vacation

PTO to be used as vacation time or a holiday should be requested well in advance of the desired time off in order for managers to adjust schedules accordingly. While managers try to grant time off as requested, the nature of our business does not always permit such time to be approved exactly as requested.

It is understood that family situations, emergencies, and numerous other occurrences cause employees to need and/or want to use PTO. When an employee is faced with such a situation, he or she should contact his/her supervisor as EARLY AS IS POSSIBLE to request PTO. Managers and supervisors understand that these situations occur and do their best to grant these requests, however, it must be understood that the needs of the hospital are managers' first responsibility. Occasionally some give and take on the part of both the employee requesting the time off and the manager must take place before approval is ultimately granted.

It is not acceptable for an employee to request PTO on short notice by email, voice mail, or by sending a message by a family member or another employee. Only in the most extenuating of circumstances will approval of PTO be granted in this manner.

2. Sick Leave

Paid Time Off may be requested by employees who miss work because of illness or the illness of a child, spouse or parent. When the need to take PTO because of illness arises, it is required that the employee notify their manager in accordance with any applicable departmental policies in order to be paid for the time off. Employees who call in sick before a regularly scheduled shift are required to use PTO for the full shift (8, 10, 12, 24 hours or the number of hours equivalent to their regular shift) provided they have such an amount available. Those employees who have sick leave remaining from the plan which was in effect prior to October 4, 2003, may elect to use time from this bank or from their PTO bank.

3. Employees whose date of employment occurred prior to October 4, 2003, may maintain their sick leave accrual from that plan until they leave the organization, however there will be no further accrual to that plan. Those employees who have time remaining in that plan may request payment for time missed due to illness from that plan. The call in process as referenced in paragraph E must be followed. Whatever remains will be paid upon resignation or retirement to those who leave the organization in good standing. No amount of this sick leave may be cashed in.

4. Sick leave may be used in increments of one (1) hour but not in fractions of an hour unless depleting the bank.

F. Holidays

New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas Day are the holidays observed by South Georgia Medical Center. The plan also includes one "floating holiday." Employees in departments, which close on those days, must request a PTO day on the closed holiday if they wish to be paid for the holiday. Employees must secure advance approval from supervision before taking PTO. Employees will not be allowed to have a negative balance.

Non-exempt employees eligible for benefits who are scheduled to work on the holidays listed above will receive pay at the rate of 1½ times their regular hourly rate.

Holiday observance will begin at 11:00 p.m. the night before the holiday and end at 11:00 p.m. the night of the holiday.

Recognized Holidays

New Year's Day	Labor Day
Memorial Day	Thanksgiving Day
Fourth of July	Christmas Day

G. Use of Paid Time Off When Going On A Leave of Absence

An employee may elect to or SGMC may require that an employee use accrued time while on FMLA or other leaves of absence.

H. Payment of Paid Time Off (PTO)

Paid Time Off is paid at the employee's regular base rate of pay. At the time of taking Paid Time Off, the pay shall not include any shift differential.

I. Payment of available Paid Time Off (PTO)

1. Employees who receive PTO benefits, including 7on/7off staff, may cash in up to 40 hours of PTO and all accrued hours over 160 in a calendar year. PTO must be cashed in with minimum increments of 8 hours.
2. Employees on disciplinary suspension will NOT be permitted to cash in PTO or Sick Leave or any other hours for the pay period during which the suspension occurs. If the suspension should cross pay periods, benefit time may not be cashed in for either of the two pay periods.
3. Employees who accumulate PTO benefits will receive pay for all accrued PTO at separation provided appropriate notice is given and the employee leaves in good standing.
4. Employees who do not provide the required notice at separation or who are terminated for cause forfeit their entitlement to accumulated PTO benefits.
5. If an employee terminates employment with South Georgia Medical Center and has a negative balance in their PTO bank due to a PTO advance, their final paycheck will be reduced accordingly.
6. Transfers – Employees, who transfer from a benefit status to a non-benefit status, will be paid for any accrued PTO benefits at the time of transfer.
7. PTO may be used in increments of one (1) hour but not in fractions of an hour unless depleting the bank.
8. PTO is not accrued on Paid Time Off submitted for payment when cashing in PTO.

J. Time Off Without Pay

Time Off without pay may occasionally be requested. Approval is at the discretion of Department Managers.

K. Donation of PTO

Employees may donate a portion of their accumulated PTO hours to aid another employee who is unable to work due to a personal illness or crisis.

1. The potential recipient employee must be benefit eligible, have completed his/her introductory period, and not be eligible for disability pay. Further, the potential recipient must have exhausted all of his/her PTO, Sick Leave and Attendance Bonus.
2. The potential recipient employee must prepare a written request for donated PTO for his/her Department Manager who will verify that the requesting employee has no available PTO, Attendance Bonus, or Sick Leave. (See Attachment)
3. The donor employee must indicate in writing the name of the employee to whom the donation is being made, along with the number of hours being donated, and submit the request to the Director of Human Resources or his designee. The donor employee must maintain a balance of at least eighty (80) hours of PTO. The minimum donation is four (4) hours of PTO.
4. The manager of the recipient employee, in concert with the Human Resources Director, will submit to Payroll the appropriate documentation for payment of the donated PTO hours to the named recipient employee. The cash value of donated hours will be calculated and administered at the equivalent hourly pay rate of the recipient employee.
5. Employees may not solicit others for PTO donations.
6. Donations of PTO will be accepted **only** at such time as a request has been made.

II. RESPONSIBILITY AND AUTHORITY:

A. Employees shall:

1. Request Paid Time Off by submitting a request to the Department Manager.
2. Prepare a written request to receive donated PTO.

B. Department Managers shall:

1. Approve and schedule Paid Time Off in accordance with this policy statement.
2. Assure that employee requesting Paid Time Off has sufficient accrued time.
3. Assure that the benefit request forms and time sheets are properly completed and that the number of hours taken is noted in the appropriate column of the benefit request form and time sheet.
4. Assure that changes of status which affect paid time off benefits are promptly reported to the Human Resources Department on a Personnel Action Request form. (Example: Transfer

from ineligible part time status to eligible part time).

5. Forward Paid Time Off request to Accounting for payment.
6. Monitor accrued time accounts and advise management of discrepancies. Assure that payment does not exceed entitlement.
7. Approve requests from employees to receive donated PTO

C. Human Resources Department shall:

1. Request payment of unused accrued PTO and Sick Leave for employees separating in good standing.
2. Calculate the amount of PTO due the recipient of donated time, send authorizations to Accounting and notify recipient.

D. Accounting shall:

1. Assure payment of unused accrued PTO and Sick Leave as authorized by the Human Resources Department.

III. POLICY MAINTENANCE, INTERPRETATION AND EXCLUSION:

- A. The Director of Human Resources is responsible for the maintenance and interpretation of this policy.
- B. The provisions of this policy apply to all employees, unless otherwise provided in a written agreement with an employee.

This form located on SGMC Intranet – Human Resources- Forms

PTO DONATION FORM
SOUTH GEORGIA MEDICAL CENTER
Valdosta, Georgia

I request that the value of _____ PTO hours be transferred to the below named recipient's PTO accrual bank. I certify that after this donation, I have a minimum balance of eighty (80) hours in my PTO accrual bank.

Donor's Name: _____

Recipient's Name: _____

Donor's Employee# _____

Recipient's Employee# _____

AUTHORIZED SIGNATURE: _____

DATE SUBMITTED: _____

PERSONNEL USE ONLY

DONOR INFORMATION:

Number of Hours:	Rate of Pay:	Total in \$:

RECEPIENT INFORMATION:

Total in \$:	Rate of Pay:	Number of Hours:

INSTRUCTIONS TO ACCOUNTING:

Credit _____ hours of PTO to the above named recipient's PTO accrual bank.

Debit _____ hours of PTO from the above named donor's PTO accrual bank.

Approved By

Date

Director of Human Resources

Donation of PTO Guidelines

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2. The potential recipient employee must prepare a written request for donated PTO for his/her Department Manager who will verify that the requesting employee has no available PTO, Attendance Bonus, or Sick Leave.
3. The donor employee must indicate in writing the name of the employee to whom the donation is being made, along with the number of hours being donated, and submit the request to the Director of Human Resources or his designee. The donor employee must maintain a balance of at least eighty (80) hours of PTO. The minimum donation is four (4) hours of PTO.
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5. Employees may not solicit others for PTO donations.
6. Donations of PTO will be accepted ONLY at such time as a request has been made.
7. Sick Time may not be donated.