



Learn about changes coming to our paid time off policy

Having time off that allows you to achieve a healthy work-life balance is an important part of being a Prisma Health team member. One of the next steps in our journey to develop a [comprehensive total rewards package](#) for all of Prisma Health is launching a new paid time off (PTO) policy Jan. 1, 2020.

For many team members, we have increased the number of hours you accrue. In addition, how much PTO you earn and the maximum number of hours you can hold will now be determined by years of service. Your position within the organization will not be a factor in your new PTO accrual.

[Click here to review the new accrual rates](#)

Below is an overview of the new policy's main points. The final policy will be available on PolicyTech soon.

Prisma Health PTO

- Full-time and part-time team members, including Palmetto Health-USC Medical Group team members, are eligible for PTO.
- Managers and above, physicians, advanced practitioners and residents do not accrue PTO. These groups have transitioned to a leadership time off (LTO) system.
- PRN positions do not receive PTO.
- The number of hours you accrue per eligible hour is based on your years of service.
- You can carry over unused PTO year-to-year. However, the maximum number of hours you may keep in your bank of hours ranges from approximately 264 to 420 hours, depending on years of service.
- If you resign or are let go after 90 days of service, you will be compensated for your accrued PTO balance at 100%, up to the maximum number of hours allowed per years of service.
- Time for holidays has been factored in to the accrual rates.

Please take a moment to [review several frequently asked questions](#). If you have additional questions, or if your team members have questions you cannot answer, reach out to our team at Benefits@PrismaHealth.org.

This information will be shared in *Team Member News* this Thursday.