



Prisma Health paid time off (PTO)
Frequently asked questions
as of Oct. 29, 2019

Q: What are the PTO accrual rates?

A: The following chart outlines PTO accrual rates based on your years of service. As you can see, hours earned per eligible hour are the same no matter how many hours you work per week.

Years of service	Hours earned per eligible hour	Hours earned per pay period (if 40 eligible hours per week; 1.0 FTE)	Hours earned per pay period (if 36 eligible hours per week; 0.9 FTE)	Hours earned per pay period (if 20 eligible hours per week; 0.5 FTE)
0 to <2	0.0846	6.77	6.09	3.38
2 to <5	0.1	8	7.2	4
5 to <10	0.1078	8.62	7.76	4.31
10 to <15	0.1193	9.54	8.59	4.77
15 to <20	0.1231	9.85	8.86	4.92
20 to <25	0.1308	10.46	9.42	5.23
25 to <30	0.1345	10.76	9.68	5.38

Q: What is the maximum number of hours I can have?

A: The following chart outlines the maximum number of hours you can hold. The maximum number is determined by your years of service. It is equivalent to one and half times your annual PTO accrual.

Years of service	Maximum hours
0 to <2	264
2 to <5	312
5 to <10	336
10 to <15	372
15 to <20	384
20 to <25	408
25 to <30	420

Q: I currently have more PTO hours in my bank than the new maximum allows. What are my options?

A: Human Resources will calculate a cash payout in accordance with the current Upstate paid time off policy to bring you to the new maximum. Your new maximum will be deducted from your current balance. The difference will be paid out in your January 24 paycheck, per current policy. [Click here for a tool](#) that will help you determine



how many hours you are eligible to be paid out for, especially if your total PTO accrued exceeds current policy.

Q: I elected an irrevocable cash-in of PTO in December, 2018. Will that cash-in be processed prior to the new policy going into effect?

A: Yes, your payout will be in your Dec. 13 paycheck.

Q: What is an eligible hour?

A: An "eligible hour" includes worked time, PTO, bereavement, education, volume management, on call, etc. For every eligible hour on the timecard, you will receive the hours earned, per the chart above.

Q: Will I lose the PTO hours I've currently built up when the new policy goes into effect Jan. 1?

A: No, you will not lose your banked hours. However, your accrual rate and maximum number of banked hours will change come Jan. 1. If on Jan. 1 your banked hours exceed the new maximum, your hours will be reduced to the new maximum.

Q: What is leadership time off (LTO)?

A: Managers and above, physicians, advanced practitioners and residents do not accrue PTO. These groups have transitioned to an LTO system. Under this system, work still has to get done, deadlines met and projects completed. LTO has no set number of days or hours. It is managed and monitored by the team member and their leader.

Q: Do I get select holidays off in addition to my PTO time?

A: You need to use PTO to take off a holiday. However, we have factored in holidays when determining how much PTO you accrue over time.

Q: Are changes being made to the PTO buy-back program?

A: The PTO buy-back details have not been finalized; they will be published with the final policy. The final policy will be available on PolicyTech in November.

Q: Are changes being made to the PTO donation program?

A: The PTO donation program has not been finalized; it will be published with the final policy. The final policy will be available on PolicyTech in November.

Q: Why are some accrual rates being reduced?

A: Alignment of policies and procedures is a natural step as we continue to move forward as one organization. We recognize that some team members may receive a reduction in their PTO accrual. However, our PTO policy is competitive when compared to our peers.



Q: If I take a PTO hour will I still accrue PTO?

A: Yes, PTO is an eligible hour for accruing PTO.

Q: If I work over my FTE will I accrue over the bi-weekly PTO maximum accrual?

A: No, you will only accrue up to your FTE.

Q: I had a status change from full-time to PRN back to full-time since first joining Prisma Health. Which date will be used to calculate my years of service for PTO accrual?

A: It will be based on your date of hire.

Q: If I work in an office or department that closes and I do not have PTO to use to cover the hours, will I accrue PTO?

A: Your manager would need to use a volume management or down staff code for you to receive a PTO accrual for this time.

Q: When will the new policy go into effect?

A: You will see the new accruals in your Jan. 10, 2020 paycheck.