

***Paid Time Off (PTO)
Managers, Supervisors and Professional Exempt Employees***

SOMC provides employees with the ability to earn paid time off (PTO) hours for purposes of rest, relaxation, illness, and to spend time with their families. PTO is accrued for every hour worked up to 80 hours per pay according to the schedule below:

<u>Status</u>	<u>Years of Service</u>	<u>Pay Cycles</u>	<u>Maximum Annual Accrual</u>	<u>PTO earned per/hr</u>
Salary/Supv.	0 to 9	1-234	192	.0924
Salary/Supv.	10 to 19	235-494	232	.1116
Salary/Supv.	20 or more	495 or more	272	.1308

The Maximum Annual Accrual (MAA) represents the maximum amount of PTO hours that may be accrued during a given calendar year. This is based on an employee working 2080 hours in a calendar year. Employees working less than 2080 hours will accrue a lesser amount based on the actual hours they work.

SOUTHERN OHIO MEDICAL CENTER POLICY/PROCEDURE	NUMBER: HR-03.23
	MANUAL SECTION:
	EFFECTIVE: December 2006
	SUPERSEDES: All Previous
	DEVELOPED BY: Ken Applegate
TITLE: PTO CASH OUT	DISTRIBUTION: Personnel Policy & Procedure Manual
	APPROVED: _____ DATE: VP of HR and Organizational Development

I. POLICY:

SOMC recognizes that employees have varying needs in relation to the use of their accrued PTO hours and has therefore developed the following process for cashing-out a portion of their PTO balance.

II. PROCEDURE/INSTRUCTIONS:

- A. Employees may elect to cash-out a portion of their positive PTO balance two times per year. A “cash-out” period will be offered once in May and again in November of each year.
- B. Employees may cash-out up to 50% of their accrued PTO balance at the time of the cash-out periods.
- C. The cash-out will be paid at the employee’s current base rate times the number of hours designated for cash-out.
- D. The cash-out will be paid in a separate check, it will not be direct deposited. The check may be picked up after 2:00 p.m. in the Human Resources office or the Nursing Staffing office on the appropriate check date. Taxes are deducted from the check.
- E. In order to cash-out a portion of PTO hours, employees must enter the number of PTO hours using Pay Code 43 – PTO Cash Out.
- F. PTO Cash-out dates for both pay cycles will be announced each April and October.
- G. In order to cash-out PTO hours, the hours must be indicated using API on the appropriate pay ending dates as announced.
- H. Requests received after the specified date will be denied. Employees that miss the announced dates must wait until the next opportunity is announced.