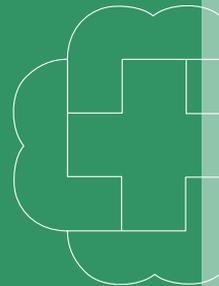


Holiday PTO Exchange FAQ

1/2/2024



What is a Holiday PTO Exchange? Your PTO bank includes six paid holidays. Those holidays are New Years Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and Christmas Day. In order to be paid for those days (if you are not working) you must enter them as PTO in API. You may request an exchange of a current Holiday that you are currently required to use PTO for and take a different "Named Holiday" instead and have the option to go unpaid for a Bronson named holiday. As an example you may request to exchange July 4th for Martin Luther King Day. This Holiday PTO Exchange must be approved in advance by your supervisor.

What are other "Named Holidays"? They are "Named Holidays" that you identify with for cultural, religious or other reasons. Examples are Juneteenth, Martin Luther King Day. If your leader has a question as to whether your requested day is a "Named Holiday" he/she should submit an HR Help ticket through Workday.

How do I request a holiday exchange? Please follow your departments PTO guidelines for requesting a Holiday exchange.

Can I request a holiday exchange for one that I am already scheduled to work? No, this is not meant to allow a request for already scheduled shifts. This Holiday PTO Exchange can only be done for non scheduled work time.

What if I already have the fixed holiday off because my office is closed? This benefit is allowing you to save your PTO (go unpaid) for this Holiday off so that you can use it for a different Holiday that you recognize and it is not one of the 6 fixed Bronson Holidays. Keep in mind that your paycheck for that week will be short those holiday hours.

How many times can I exchange a holiday? Only once per year, and supervisor approval is required.

Does this require manager approval? Yes, your supervisor will approve or not approve this based upon the scheduling needs of your department.

Are leaders required to accommodate a request? Accommodation will be made when staffing allows.

Who is the target audience for this change? This benefit is targeting employees who are currently required to use PTO for a fixed Bronson Holiday even though they do not have the option to work. Instead, they can save this PTO (and go unpaid) to use for a holiday of their choosing.

How does this benefit our employees who work in 24/7 units? If you are not scheduled to work a holiday and are required to use PTO to get you to your approved hours for that pay period, you can instead save your PTO and use it for another Holiday you recognize. Supervisor approval is required.

If you are in a department that is closed on a holiday and you do not have the option to work, do you still have to use PTO or does it go unpaid? If you want to save your PTO day for an "Named Holiday Exchange" you can take that holiday unpaid or you can use another PTO day to be paid.

How does this work for employees in exempt positions who want to exchange their PTO usage for another Holiday? Employees in exempt positions who want to exchange their PTO usage for another holiday must login to API and select the "salary reduction" pay code. This will reduce your regular earnings but not reduce your PTO. Supervisors will approve this on the employees' timecards just like supervisors currently approve PTO days.