

# PTO Sell Q&A 2024

Will the PTO Bank Maximum change from 360 hours in 2024?

A. No. The PTO Bank Maximum will remain at 360 hours.

Can I sell PTO at 100% in 2024?

A. Yes. You must elect to sell and you must elect the # of hours you want to sell in 2024 during Open Enrollment.

What is the minimum and maximum number of hours that I can elect to sell during Open Enrollment for 2024?

A. You can elect to sell a minimum of 20 hours and a maximum of 80 hours in increments of 20.

Do I have to accrue PTO hours in 2024 to be able to sell them at 100%?

A. Yes. To receive 100% for the elected PTO Sell Hours in 2024, you must accrue those hours during 2024.

What if I already have hours in my PTO bank? Can I sell the elected PTO sell hours out of my PTO bank?

A. No. The only hours you can sell at 100% must be elected during OPEN ENROLLMENT and accrued in 2024.

If I do not elect to sell PTO during Open Enrollment, can I still sell PTO in 2024?

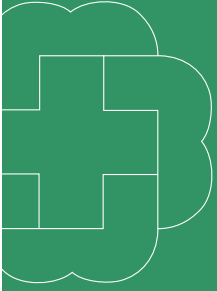
A: Yes. Employees who do not elect sell PTO during OPEN ENROLLMENT will still be able to sell PTO at 70%.

Can I sell more hours next year than I elected to sell during Open Enrollment?

A. Yes. Hours that have been elected to sell during OPEN ENROLLMENT will be paid at 100% when sold in 2024 (once you have accrued these hours). If you want to sell more than your elected hours in 2024, these hours will be paid at 70%. The max combined hours you can sell in 2024 is 160 hours.

What happens to the hours that I elect to sell during Open Enrollment but do not initiate to sell the hours in 2024?

A. Per IRS guidelines those hours must be sold to you at year end. You will only be paid out up to the amount of PTO hours you have accrued in 2024, no more than the amount you elected during Open Enrollment, and will not reduce your total PTO bank below your approved hours.



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**If I elect to sell PTO hours during Open Enrollment, can I sell at 70% prior to accruing hours that I could sell at 100% in 2024?**

A. No. Elected PTO sell hours must be accrued and sold before you can sell any hours at 70%

**Employees cannot sell the hours they elected to sell during Open Enrollment until they accrue those hours in 2024.**

Example: Employee elects to sell 100 Hours during Open Enrollment.

- Employee initiates to sell 40 hours January 15th, 2024
- Employee has only accrued 10 hours of PTO in 2024
- Employee will only be able to sell 10 Hours of PTO
- No hours will be sold at 70% as the employee has not sold the elected 100% yet.

**What happens if I term and have not sold back elected hours that I did accrue in 2024?**

A: PTO is automatically paid out at 50% (as long as you have been employed by Bronson for at least 2 years) if you do not elect to sell it back through API prior to termination. Employees who have not been employed for 2 years will not receive a PTO payout upon termination.

**Where do I initiate the sell back process?**

A. Login to API to initiate the sell back process.

**Questions?** Email us at [HRhelp@bronsonhg.org](mailto:HRhelp@bronsonhg.org) or call us at (269) 341-6310