

Paid Time Off (PTO)

Paid time off for eligible employees combines vacation days, holidays, personal days, and sick days into one PTO bank. PTO is gained through an accrual based upon qualified hours paid and is used in lieu of separate paid vacation time off, paid holiday time off, and paid time off for illness programs. Employees are compensated at their base hourly wage when using PTO.

Eligibility

Employees must be in an approved hour position of 48 hours or more per pay period to accrue PTO.

Accruals

You will accrue PTO based upon defined qualified hours paid. Qualified hours paid are defined as:

- Regular hours
- PTO hours
- Jury Duty
- Funeral hours
- Low Census hours

Overtime and stand-by hours and any other hours not listed above as qualified are excluded for accrual purposes.

Examples:

1. If you are in an approved (budgeted) position of 56 hours per pay period and you have a total of 72 qualified hours in a particular pay period, your PTO will accrue on 72 hours.
2. If you in an approved (budgeted) position of 56 hours per pay period and you have a total of 32 qualified hours in a particular pay period, your PTO will accrue on 32 hours
3. If you are in an approved (budgeted) position of 80 hours and you work 72 regular hours and take 8 hours PTO you would accrue on a total of 80 hours. Regular and PTO hours are considered qualified.
4. If you work 64 regular hours and 8 hours of overtime in a pay period you would accrue on the 64 regular hours only as overtime hours are excluded and not considered eligible.



PTO Cap

PTO cap will remain the same at 360 hours in 2022.

PTO Sell Back For 2022 ONLY

- You are eligible to sell an annual **maximum** total of 160 hours.
- Maximum of 80 hours per pay period.
- PTO balances after sell back must be equal to or greater than your approved/budgeted hours.
- Restrictions apply to PTO sell back while on LOA.
- PTO sell is submitted in API.
- Your sell back rate will be 100% for the amount of hours you elect to sell back during Open Enrollment.
- Any hours you do not elect may still be sold at 70%.

PTO at Termination/Non-Benefit Eligible Status

When you leave employment at Bronson or transition to a non-benefits eligible position, your unused PTO will be paid out to you at 50% of the cash value at your base hourly rate.