



HOLY CROSS HEALTH PAID TIME OFF (PTO) PROGRAM (HR-05-550) SUMMARY

Holy Cross Health (HCH) believes that its Colleagues are the key to what makes a great healthcare system. Although work makes up a large portion of a Colleague's life, we believe that a balance between work and nonwork activities is essential to maintain quality performance and a positive work atmosphere. To support this philosophy, HCH provides eligible Colleagues a paid time off (PTO) plan that is used for time off for the following reasons:

- Vacations
- Holidays *
- Illnesses
- Personal appointments
- Time off occasioned by the organization

*** Note: PTO is also used to compensate for unworked holidays. There is not a separate "holiday pay" bank for time off on holidays.**

- Eligible Colleagues will begin accruing PTO upon hire; accrued PTO is available to use after the first pay period of employment
- PTO is accrued biweekly and indicated on Colleague's paychecks (see PTO accrual tables below)
- The available PTO balance cannot exceed the maximum hours indicated in the table below
- Accruals will stop if the maximum balance is reached; Colleagues are advised to manage their time off to avoid reaching their maximum and risking forfeiture of accruals
- Accruals of PTO are based on length of service, employment status, and the actual number of worked hours in a pay period not to exceed 80 hours per pay period (on-call time, overtime, and disability hours are not included in calculating PTO accruals)



PTO ACCRUAL TABLES

PTO TABLES FOR HOURLY AND SALARIED EMPLOYEES			
HOURLY PAID EMPLOYEES			
Length of Employment	PTO Factor	Maximum Annual Accrual	Maximum Balance (hours)
Hire - 47th Month	.0923	192	288
48th - 107th Month	.1038	216	324
108th - 167th Month	.1115	232	348
168th Month and Beyond	.1192	248	372
SALARIED EMPLOYEES			
Length of Employment	PTO Factor	Maximum Annual Accrual	Maximum Balance (hours)
Hire - 47th Month	.1000	208	312
48th -107th Month	.1115	232	348
108th -167th Month	.1192	248	372
168th Month and Beyond	.1269	264	396

Eligible hours worked in the pay period times the accrual factor equals PTO hours earned in pay period, for example: 80 hours x .0923 = 7.384 hours of PTO or 80 hours x .1000 = 8 hours of PTO

There is a separate accrual table for those salaried Colleagues in a Director level position or above.



PTO ACCRUAL TABLES

Director Level and Vice Presidents

PTO TABLES FOR DIRECTORS/EXECUTIVE DIRECTORS AND VICE PRESIDENTS			
DEPARTMENT DIRECTORS AND EXECUTIVE DIRECTORS			
Length of Employment	PTO Factor	Maximum Annual Accrual	Maximum Balance (hours)
Hire - 47th Month	.1154	240	360
48th Month and Beyond	.1269	264	396
VICE PRESIDENTS			
Length of Employment	PTO Factor	Maximum Annual Accrual	Maximum Balance (hours)
Hire - 35th Month	.1308	272	408
36th Month and Beyond	.1425	296	444

Eligible hours worked in the pay period times the accrual factor equals PTO hours earned in pay period, for example: 80 hours x .1154 = 9.232 hours of PTO