

# PTO Sell Back Program

## Frequently Asked Questions

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**Q: Do I have to participate in the PTO sell back election?**

**A:** No, participation is completely voluntary. Team members are not required to participate.

**Q: How is PTO accrued during the PTO sell back period?**

**A:** Team members who make a PTO sell back election will accrue all PTO to the PTO Sellback bank beginning on January 14, 2024 until the PTO sell back election amount or the end of the election period has been reached. Then PTO will accrue to regular PTO bank up to the maximum of 328 hours.

**Q: What happens if I separate from employment during the accrual period?**

**A:** The combined balance of regular PTO and Sell back PTO (elected hours accrued to date of termination) will be paid out up to maximum of 328 hours.

**Q: What happens if I go on Family Medical Leave (FMLA)?**

**A:** Your PTO accrual will continue while you are on FMLA- or State Pregnancy-protected leave. For all other types of Leave, your PTO accrual will be suspended during the period of leave and then resume upon your return to work. Sell back PTO will accrue as elected if you return to work during the sell back accrual period, or Regular PTO will resume if your return to work is after the sell back accrual period. If you do not reach the full amount that you have elected for PTO sell back, you will be paid the amount you have accrued up to the maximum allowed amount of hours.

**Q: What if I have an unanticipated emergency that requires me to be out on leave and I need to use PTO?**

**A:** Once the election to participate is made, the decision is final and cannot be changed. Under no circumstance, even emergency situations, are we able to allow the team member to change his or her decision to participate once it has been declared and the accrual begun.

**Q: What happens if I transfer to another facility within the Franciscan Missionaries of Our Lady Health System?**

**A:** This a system-wide program, administered by the corporate Total Rewards Team. If you transfer to another facility, PTO sell back accruals will continue as elected.

**Q: What happens if I have less than 40 hours currently in my PTO accrual?**

**A:** You will not be able to participate in PTO sell back this year as a minimum balance of 40 PTO hours is required to participate.



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**Q: Can I sell back PTO time I already have in my bank?**

**A:** No, the IRS restricts the payout to benefit time not yet earned, you must declare BEFORE it is accrued.

**Q: When will the PTO sell back amount be paid?**

**A:** IRS requires the payment to be made in the calendar year immediately following the election year. The elections made in 2023 will be paid September 2024.

**Q: How can I find out how much PTO I have in my bank?**

**A:** You can view your PTO bank balance and PTO sell back balance in Kronos. Simply click on the accrual tab to view your PTO balances.

**Q: What are the policy limits for the PTO Sell Back program?**

**A:** The maximum balance of regular PTO and sell-back PTO **cannot exceed 328 hours**. The combination of PTO accruals and PTO Sell-back accruals will not exceed **328 hours** regardless of the hours elected to PTO Sell-back. **Only hours committed to PTO Sell-back and not in excess of the combined limit of 328 hours will be paid out.**

**For Example:**

<b>PTO Accruals as of 8/3/2024</b>	<b>PTO Sell-back Elected Hours as of 8/3/2024</b>	<b>Total of Both Combined as of 8/3/2024</b>	<b>Max Amount Allowed as of 8/3/2024</b>	<b>PTO Amount Over as of 8/3/2024</b>	<b>PTO Sell-back Hours Paid on 9/2024</b>
256	88	344	328	16	72

**Q: What is the maximum PTO that I can elect to sell back?**

**A:** PTO sell back is limited to future PTO accruals occurring between January 14, 2024 and July 27, 2024. The maximum amount that you can elect for PTO sell back is based on your years of service as shown in the chart below.

<b>Years of Service</b>	<b>Full-Time Guide</b>	<b>Maximum Sell Back</b>
0-4 years service		64 hours max
5-9 years service		80 hours max
10-14 years service		96 hours max
15-19 years service		104 hours max
20-24 years service		120 hours max
25 & above		128 hours max
	<b>Part-Time Guide</b>	
All Team Members		40 hours max

