**HRRMC’s Paid Time Off**

Why does HRRMC offer PTO, or Paid Time Off, instead of a more traditional package of vacation days, holidays and sick days?

According to a 2010 World at Work survey, 80% of healthcare systems offer a PTO plan for employees. HRRMC instituted a PTO system in the early 90’s because it provided staff with more flexibility. With PTO, employees could choose which days to take off and no longer lost their vacation or sick days if they did not take them.

In the PTO Calculation Method chart below, you can see how PTO is calculated at HRRMC and how a traditional package breaks down vacation, sick and holiday time and the typical total annual days available under such a system.

The hospital greatly expanded its PTO benefits in 2011. Currently, newer employees (1-5 years) earn up to 21 days or 168 hours of PTO per year. At the employee’s 5th anniversary, he or she can then earn up to 26 days per year. The next increases are at the 10th, 15th anniversary and so on.

Under the current PTO calculation method, full-time employees who have worked at HRRMC for 11 years earn up to 31 days off, employees with 16 years of service earn up to 36 days off, and employees with more than 20 years of service earn up to 41 days off. Days can be carried over to the next year, up to a maximum accrual; excess days can be cashed in, set aside in a sick bank or donated to a colleague who has demonstrated need due to illness, etc.

For more information about HRRMC’s PTO policy, please contact Payroll or Human Resources.

All numbers apply to a FT employee (40 hrs/week)

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| PTO Calculation Method  Years Total 8hr  Days Off | Comparison to Traditional Package  Vacation Holidays Sick Total 8hr  Days Days Days Off |
| 1-5 years 21 | 10 (2 weeks) 6 4 20 |
| 6-10 years 26 | 15 (3 weeks) 6 4 25 |
| 11+ years 31 | 20 (4 weeks) 6 4 30 |

Current PTO Calculation Method

PTO days do not expire, but carry over from year to year up to the Max.

PTO to be used for Vacation Days, Holidays, Sick Days.

Total 8hr Days Off Max Accrual

1-5 years 21 168 hrs

(4 weeks and 1 day)

6-10 years 26 208 hrs

(5 weeks and 1 day)

11-15 years 31 248 hrs

(6 weeks and 1 day)

16-20 years 36 288 hrs

(7 weeks and 1 day)

20+ years 41 328 hrs

(8 weeks and 1 day)