

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 prtake 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 it's 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, the employee will earn up to 26 days per year. The next increases are at the 10th and 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 26 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 du to illness, et.

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

<u>All numbers apply to a FT employee (40 hrs/week)</u>					
PTO Calculation Method		Comparison to traditional package			
Years	Total 8hr Days Off	Vacation Days	Holidays	Sick Days	Total 8hr 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

<u>Current PTO Calculation Method</u>		
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 (4 weeks and 1 day)	168 hrs
6-10 years	26 (5 weeks and 1 day)	208 hrs
11-15 years	31 (6 weeks and 1 day)	248 hrs
16-20 years	36 (7 weeks and 1 day)	288 hrs
20+ years	41 (8 weeks and 1 day)	328 hrs