

North Kansas City Hospital

Title:	Paid Time Off – PTO
Purpose:	To communicate the guidelines for use of paid time off hours for employees of North Kansas City Hospital.
Audience:	<i>This information is intended for all current employees of North Kansas City Hospital.</i>

Policy

Employees of North Kansas City Hospital earn Paid Time Off (PTO) for hours paid each pay period. The accrual rate is based on the employee's full or part time status and completed years of service. Part time employees accrue PTO on a pro-rated basis. In order to receive a full accrual, an employee must be paid a minimum of 72 hours.

As employee's years of service increase, the employee information computer system will automatically increase the accrual amount the pay period in which the anniversary date is reached. See chart below for increases based on years of service.

PTO accrual begins the pay period in which the employee is hired. PTO hours are available to use for personal business, illness, injury and vacation as well as holidays the pay period in which an employee reaches 90 days of employment.

PTO hours are to be used to replace scheduled shifts that were not worked. PTO hours should be scheduled according to the department's policy and based on the staffing needs of the Hospital.

PTO Rules & Procedures

A staffing software program (API or the Time Call System, depending on the department) is used to report the time off through the payroll system, and each department has a designated person with access to the staffing software program. The staffing software programs are not a substitute for permission to take the time off. Prior to taking time off, an employee must get approval through department management. If a mistake has been entered into the staffing software, contact the department supervisor or director.

PTO hours are to be used to replace scheduled shifts that were not worked. For example, an employee scheduled 72 hours per pay period (36 hours per week) who works less than 36 hours in a week, must take PTO hours to equal 36 hours. It is possible that an employee will be paid in excess of his/her scheduled/approved hours if a PTO day is taken and the employee works extra shifts in the same week, however this may be based on director discretion. The department's Active Staffer and/or Report Express Editor will monitor time missed on a weekly basis and will enter PTO time for missed shifts per week.

According to Hospital policy, an employee cannot choose to take a day off without pay if he/she has a balance of PTO hours. The employee must use the PTO hours. PTO must be used when there has been a call-in on a scheduled day. PTO is not required to be used for an Excused Absence or pre-approved/scheduled PTO where hours up to the weekly approved hours are actually worked.

If an employee misses a scheduled shift due to an illness or injury, he/she must use the first five scheduled workdays or the first 40 hours from their PTO bank of time. Additional time off beyond the 40 hours may come from Short-Term Disability (STD) or Medical Leave hours. Please note STD and Medical Leave hours are to be used only for the employee's own illness or injury. If the employee is off to care for a spouse, child or parent, PTO hours are to be used.

An employee on **Leave of Absence** must take PTO equal to his/her scheduled hours each pay period. For example, an employee scheduled 72 hours per pay period must take 72 PTO hours, not a reduced amount of hours. PTO hours accrue when an employee is receiving a paycheck. Therefore, if an employee on leave of absence runs out of PTO, additional hours will not accrue while in an unpaid status.

PTO Maximums

Employees can carry a balance of PTO hours from year to year. Hours do not have to be used before the end of the calendar year. Employees nearing the maximum balance of PTO hours will be notified by Human Resources and will have 10 weeks' notice in which to schedule time off. PTO hours will not accrue once an employee has reached the maximum balance. See chart below for the maximums based on years of service.

Exceptions to PTO use for newly hired employees with less than 90 days of service

If a holiday falls within a newly hired employee's first 90 days of employment, the employee can use PTO for holiday pay. If a newly hired employee is sent home early from his/her shift due to an Excused Absence ((EA) - sent home due to low census) within the first 90 days of employment, then PTO hours can be used for pay.

Holidays

The hospital observes six national holidays.

If the holiday falls on a weekend:

- Departments that are open Monday through Friday only will observe the holiday on either Friday or Monday.
- Departments that are open seven days per week will observe the holiday on the actual day.

Employees can choose whether to use PTO hours for the six national holidays (both the actual holiday as well as observed day). Non-exempt employees who wish to be unpaid for the holiday are required to communicate through their normal department process for requesting/approving time off before the holiday occurs. The pay code to use in API for employee requested unpaid holiday is HOL-UP. If the actual or observed holiday falls on employee's normal day off, he/she is not required to take PTO for that day.

If a department closes the day prior or after the recognized holiday a non-exempt employee has the option of using PTO or taking the time off without pay, whichever they prefer. If an employee chooses to take time off without pay the time card editor uses the PTE code.

Exempt Employees

Paid Time Off is to be used for whole day absences for exempt employees. PTO must be taken to equal the exempt employee's FTE. For example, exempt employees working in clinical areas may work a daily schedule that mirrors the schedule of his/her staff (i.e. 12- hour shifts). If the employee is paid as a 1.0 FTE versus .9 then forty hours of PTO must be taken when a week of PTO is taken.

The payroll system automatically assigns PTO for exempt employees for the six national holidays recognized by the hospital. If an exempt employee works one of the recognized holidays the PTO may be eliminated from the time record by Payroll. The exempt employee's supervisor must e-mail Payroll within the pay period the holiday occurs to inform them the employee worked the holiday and request the PTO be removed. PTO must be used even if the exempt employee may work additional days outside of the normal business week. The hospital does not have a "comp time" program whereby an exempt employee banks hours of time worked beyond the "norm" which could then be used at a later time.

As with non-exempt employees, when a holiday occurs on a regularly scheduled day off, the employee is not required to use PTO. For example, an exempt employee works 4-10 hour days, Monday through Thursday. When a holiday occurs on Friday the employee does not use PTO since it is not a regularly scheduled work day. The exempt employee's supervisor must e-mail Payroll within the pay period the holiday occurs to inform them the employee does not regularly work that day and request the PTO be removed.

If a department closes the day prior or after the recognized holiday an exempt employee must use PTO. If an exempt employee does not have sufficient PTO to cover both the holiday and the additional day(s), then the employee must work.

If a holiday falls within a newly hired exempt employee's first 90 days of employment, the employee must use PTO for holiday pay.

PTO Sellback

Quarterly each calendar year, employees will be given the opportunity to elect to sell back accrued but unused PTO hours at the rate of three-fourths of an hour for every one hour of PTO sold. Contact HR for detailed information on this benefit.

PTO Share

PTO hours can be shared with another employee who has depleted their PTO and Medical Leave or STD balance as related to an approved Leave of Absence. This benefit option is voluntary and confidential. Employees may not solicit co-workers to share PTO hours. Repayment of shared hours is not allowed.

An employee can designate a specific number of hours to be taken from their balance and given to another employee by completing a PTO Share form which is available in HR. Refer to the form for other details regarding the benefit. IRS regulations guide the terms and conditions of this benefit option.

Payment upon resignation

Upon resignation from NKCH any accrued but unused PTO hours are paid out to the employee.

Transfer to a PRN or PTOC position

An employee who transfers to a PRN position will be paid his/her accrued but unused balance of PTO hours on the pay date following the transfer.

When transferring to a PTOC position, the employee is given the option to elect to have the balance of hours paid out at the time of the transfer or to have the PTO hours remain in the employee's balance and to be used to replace missed shifts up to 16 hours per pay period.

Procedure

Employee submits a request for paid time off according to department policy.

Reference

[Medical Leave Hours](#)

Completed Years of Service	PTO Accrual Rate for full-time employees	Hours accrued in 26 pay periods	Maximum balance of accrued hours
At hire	6.1	158.60	237.9
1	6.6	171.60	257.4
2	6.6	171.60	257.4
3	6.8	176.80	265.2
4	6.8	176.80	265.2
5	7.7	200.20	300.3
6	8.0	208.00	312.0
7	8.0	208.00	312.0
8	8.1	210.60	315.9
9	8.1	210.60	315.9
10	8.1	210.60	315.9
11	8.6	223.60	335.4
12	8.6	223.60	335.4
13	8.9	231.40	347.1
14	9.0	234.00	351.0
15	9.2	239.20	358.8
16	9.6	249.60	374.4
17	9.8	254.80	382.2
18	10.1	262.60	393.9
19	10.4	270.40	405.6
20	10.7	278.20	417.3
21	11.0	286.00	429.0
22	11.3	293.80	440.7
23	11.6	301.60	452.4
24	12.0	312.00	468.0
25	12.3	319.80	479.7