



Non-Contract Paid Time Off (PTO) Program (East Market)

PTO is a more flexible way to manage your time away from work. It accrues based on the number of hours you work and your years of service, and may be used however you wish – vacation, minor illness, family needs, personal days, etc..

This document provides an overview of how the PTO program works. Please read it carefully to ensure you understand the program.

Components of the PTO Program

Component	How time is added	How you can use the time	What happens if you leave Essentia Health
PTO bank	You accrue PTO according to how many hours you work. You can have a balance of up to 1½ times your annual accrual amount in your PTO bank at any time.	Use this time for any time off you wish to take – vacation, sick, personal days, etc.	You will receive cash compensation for any unused time.
Reserve bank	After your PTO bank reaches its maximum, additional PTO goes into your reserve bank, up to a maximum of 480 hours.	Use this time if you experience an illness or injury and need to be out of work for longer than three consecutive days.	You will receive cash compensation for any unused time, according to the sell-back schedule below.

What happens to my banks of time when I terminate?

You will receive payment of 100% of the accrued hours in your PTO bank when you terminate employment. If you have hours in your reserve bank, you will receive payment for those accrued hours based on the sell-back schedule below.

Years of service	Payment percentage
0<2	0
2<5	25%
5<8	40%
8<11	60%
11<14	80%
14+	100%

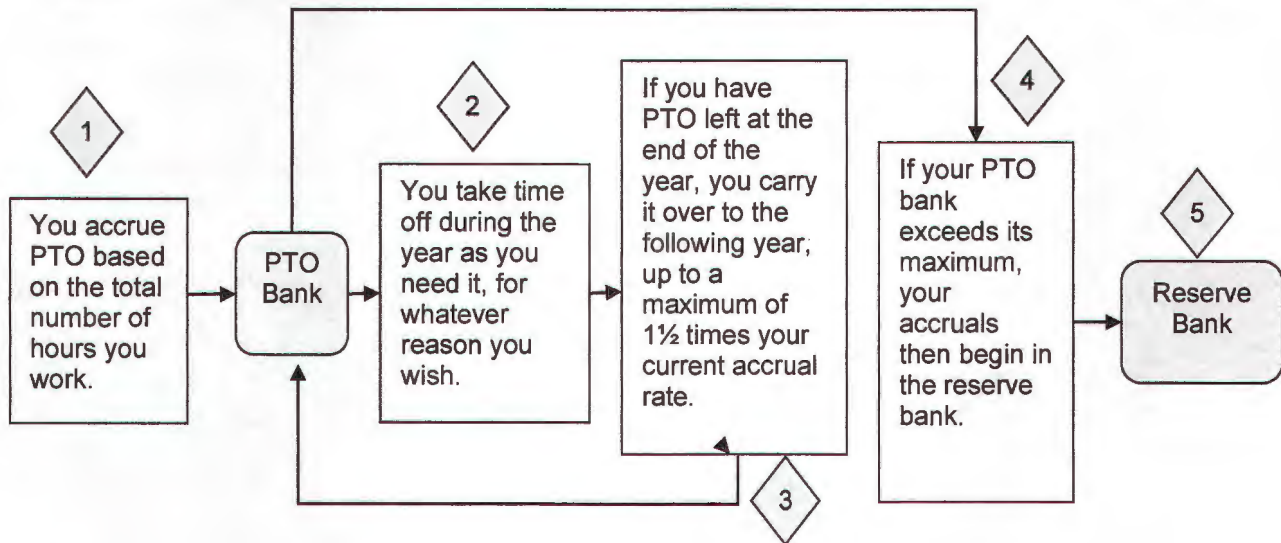


Essentia Health

How the PTO Program Works

Accruing and using PTO

1. You accrue PTO during the year, based on the total number of hours you work.
2. You take time off during the year as you need it, for whatever reason you wish.
3. If you have PTO left at the end of the year, you carry it over to the following year, up to a maximum of 1½ times your current accrual rate.
4. If your bank exceeds the maximum number of hours, your accruals then begin in the reserve bank.



How many days of PTO will I get each year?

Your PTO accrual starts with your date of hire. Employees are eligible to begin using their PTO immediately. PTO is accrued based on total hours worked, according to the following schedules, pro-rated for part-time employees:

Exempt (Salaried) Employees			
Completed Years of Service	Days to Accrue	Per Cycle Max Accrual	Balance Limit
0 - 1.99	18	5.54	216
2 - 4.99	23	7.08	276
5+	28	8.62	336

Non-Exempt (Hourly) Employees				
Completed Years of Service	Days to Accrue	Hours per Year	Accrual Rate	Balance Limit
0-1.99	17	136	0.0655	204
2-4.99	18	144	0.06925	216
5-5.99	20	160	0.077	240
6-6.99	21	168	0.08088	252
7-7.99	22	176	0.08463	264
8-8.99	23	184	0.0885	276
9-9.99	24	192	0.09238	288
10-10.99	25	200	0.09625	300
11-11.99	26	208	0.1	312
12-12.99	27	216	0.10388	324
13+	28	224	0.10775	336

When will I get my PTO award for my years of service?

You will receive a bonus of up to 40 hours on the anniversary of your 20th, 25th, and 30th year of continuous employment.

How do I access the time in my reserve bank?

You may access the time in your reserve bank if you are ill or injured, and cannot work for more than three consecutive days. Here is how you can access your time if you have an extended illness or injury:

1. You use 3 days of PTO
2. You use the days in your reserve bank until it is depleted
3. You use the remaining time in your PTO bank

How does the reserve bank sell back work?

If you have more than 40 hours in your reserve bank, you may sell back hours to Essentia Health for monetary compensation. A balance of 40 hours must be left in your reserve when selling back time. Payment is made according to the following schedule:

Years of service	Payment percentage
0<2	0
2<5	25%
5<8	40%
8<11	60%
11<14	80%
14+	100%

Can I transfer time among the different banks?

If you have more than 80 hours in your PTO bank, you may transfer any hours over 80 into your reserve bank. If you transfer time to your reserve bank, you must maintain a minimum balance of 80 hours in your PTO bank.

For More Information

The information described here is designed to cover the highlights of our PTO program, as well as an overview of your responsibilities. For details, questions, or more information, please call the HR Service Center at 1-855-694-7669.