

USA Health
Paid Time off (PTO) Program for Clinical Faculty
Effective July 1, 2011

Policy & Purpose:

Paid Time Off (PTO) is an alternative approach to the traditional manner of covering absences for vacation, sick, holidays and personal leave by combining paid time off in one category. PTO programs are common within healthcare work settings and provide greater scheduling flexibility.

Eligibility:

PTO is offered as a benefit to full and part-time benefits-eligible Clinical Faculty. Clinical Faculty working less than .50 FTE and temporary Clinical Faculty will not accrue PTO hours.

Accrual:

Full-time benefits-eligible Clinical Faculty accrue 39 PTO days annually (3.25 days per month). Benefits-eligible part-time Clinical Faculty accrue PTO on a prorated basis based on FTE. For new hires, accruals begin on the initial date of employment.

Management reserves the right to mandate in advance that PTO hours be used for operational reasons. Each year, management will issue a schedule of designated PTO holidays. The designated PTO holiday schedule is subject to change at the discretion of USA Health Administration.

PTO is earned for all hours worked, up to 40 hours per workweek, while the eligible employee is in an active pay status.

Maximum PTO Accrual Balance and Carry Forward limits:

Clinical Faculty who do not use PTO hours accrued within the fiscal year (10/1—9/30) may rollover unused PTO hours from one fiscal year to the next up to the maximum accrual of 90 days (720 hours). Once the maximum accrual of 90 PTO days has been reached at any time during the year, no additional PTO hours will accrue. After the balance drops below the maximum accrual, PTO accrual will resume.

Notice and Scheduling:

PTO must be requested and approved in advance (amount of advance notice varies by department depending upon operational needs). In the event of an illness or an emergency that prevents a Clinical Faculty from requesting PTO in advance, notification is expected in accordance with departmental guidelines.

Separation of Employment:

Clinical Faculty employed **prior to July 1, 2011**, may receive a payout of PTO hours up to 10 days (80 hours), prorated based on FTE, at the time of employment separation.

Clinical Faculty employed **on or after July 1, 2011**, are not eligible for payout of PTO upon separation of employment.