

# 2019 paid leave program

## PTO and PTO-Safe Sick information

As announced earlier this fall, our paid leave program is changing for most benefits-eligible caregivers. The new program will take effect on the pay period starting Jan. 6, 2019.

The new program will introduce a new paid time off (PTO) accrual schedule, plus new short-term disability and paid parental leave benefits.

Under the new program, PTO hours will accrue in two separate banks – PTO and PTO-Safe Sick. This overview provides details on the two PTO banks and describes how to enter time off in Kronos.

**Note:** Leaders and providers who are eligible for different paid-leave programs (Leader Time Off or Provider Time-Away) have differences not described here.

### Paid leave resources

Learn more about leave benefits, including the new short-term disability and paid parental leave benefits, on the HR portal at [Caregiver.eHR.com](https://caregiver.ehr.com), under the **Work/Life** tab.

If you have questions, call the HR Service Center at 888-687-3753.

## What's changing?

The new paid leave program includes the following:

- New PTO accrual schedule
- New short-term disability and paid parental leave benefits
- Extended Illness Bank (EIB) accruals end, frozen EIB hours remain available for use

Frozen EIB hours can be used for your own disability or to care for family, for a period of time of no less than 12 months after EIB accruals end. Details can be found on the HR portal, under the **Work/Life** tab.

## Who is eligible for the new paid leave program?

Benefits-eligible caregivers (0.5 to 1.0 FTE) who are not eligible for other paid-leave programs (e.g., Leader Time Off or Provider Time-Away).

## Why will there be two PTO banks?

Your PTO will accrue in two separate banks – PTO and PTO-Safe Sick. PTO-Safe Sick accruals comply with the Washington Paid Sick Leave law, which requires one hour of paid time per 30 hours worked.

The total amount of PTO you receive is not affected by the law, but PTO-Safe Sick time comes with added job protection. Keeping these hours in a separate bank lets you easily track the protected time you are entitled to. You will need to track time off in Kronos as either PTO or PTO-Safe Sick, depending on your reason for taking time off.

## How much PTO and PTO-Safe Sick time can I accrue?

The table below shows how PTO and PTO-Safe Sick hours will accrue in 2019. The **Total PTO** columns represent the combined total annual accrual and the combined total maximum, which are the same as the amounts communicated earlier this fall.

Years of service	Annual accrual			Maximum accrual		
	PTO	PTO-Safe Sick	Total PTO	PTO	PTO-Safe Sick	Total PTO
<b>Staff (1.0 FTE)</b>						
Less than 3	131 hours	69 hours	200 hours	192 hours	108 hours	300 hours
3 to less than 5	155 hours	69 hours	224 hours	228 hours	108 hours	336 hours
5 to less than 10	171 hours	69 hours	240 hours	252 hours	108 hours	360 hours
10 to less than 15	195 hours	69 hours	264 hours	288 hours	108 hours	396 hours
15 or more	211 hours	69 hours	280 hours	312 hours	108 hours	420 hours
<b>Managers (1.0 FTE)</b>						
Less than 3	155 hours	69 hours	224 hours	228 hours	108 hours	336 hours
3 to less than 5	171 hours	69 hours	240 hours	252 hours	108 hours	360 hours
5 to less than 10	195 hours	69 hours	264 hours	288 hours	108 hours	396 hours
10 or more	211 hours	69 hours	280 hours	312 hours	108 hours	420 hours

## How can PTO-Safe Sick time be used?

You may use PTO Safe-Sick hours to receive protected time off for the following reasons:

- To care for yourself or your family members
- When your workplace or your child's school or place of care has been closed by a public official for any health-related reason
- For absences that qualify for leave under Washington state's Domestic Violence Leave Act

You can also use your PTO-Safe Sick accruals for vacation or other reasons not listed above, but it will not be considered protected time off under the Washington Paid Sick Leave law. To ensure you have protected time in your PTO-Safe Sick bank if you need it, use regular PTO when you take time off for reasons not listed above.

## Is there a limit to how much protected time can be used each year?

No. Under the Washington Paid Sick Leave law, you can use as much time as you accrue, but it must be for reasons covered by the law.

## How will current PTO balances roll over into the new program?

Up to 40 hours of your current PTO balance will roll over as PTO-Safe Sick hours. The remainder will roll over as regular PTO hours. On Jan. 6, 2019, you will begin accruing PTO and PTO-Safe Sick hours according to the table above.

## What happens to unused PTO and PTO-Safe Sick hours?

- **PTO hours** accrue and carry over up to the maximum accrual amount. If you reach the maximum, you will not earn additional PTO until you take time off and your balance falls below the maximum.
- **PTO-Safe Sick hours** can be carried over up to 108 hours per year. If you have more than 108 hours at the end of the year, hours above that amount will be cashed out as taxable earnings.

Both PTO and PTO Safe-Sick hours are automatically vested, which means unused hours are cashed out as taxable earnings if you leave the organization or take a new position that is not benefits-eligible.

If you move to a non-benefits-eligible position, you will accrue time off under the Washington Paid Sick and Safe Leave policy (coded as SAFE SICK in Kronos).

## Is notice required to use PTO-Safe Sick hours?

Yes, you are required to give notice if the need for time off is foreseeable. If the need cannot be foreseen, you should notify your manager as soon as possible. You can request PTO-Safe Sick time off verbally or through a written request.

## How should time off be coded in Kronos?

1. **PTO** is the accrual code for regular PTO days, such as vacation and holidays. Time off entered with the pay code PTO DAY PLANNED or PTO DAY UNPLANNED will be taken from your PTO balance.
2. **PTO-SICK** is the accrual code for PTO-Safe Sick days. Time off entered with the pay code PTO – SAFE SICK DAY will be taken from your PTO-Safe Sick bank.
3. **SAFE SICK** is for non-benefits-eligible caregivers only (e.g., per diem caregivers). This accrual code will be visible to all caregivers, but may be empty. Time off entered with the pay code SAFE SICK instead of PTO – SAFE SICK DAY will be taken from this bank.

Time Period:

Date	Pay Code	Amount	In	Transfer	Out
Sun 11/11					
Mon 11/12					
Tue 11/13					
Wed 11/14					

  

TOTALS & SCHEDULE		ACCRUALS REPORTING PERIOD		ACCRUALS		AUDITS	
Accrual Profile		CSHH-ALIGNED					
Accrual Code	/	Balance on Selected Date	Units	Balance Projected Through			
EIB		225.62	Hour	11/24/2018			
PTO		14.08	Hour	11/24/2018			
PTO-SICK		40.0	Hour	11/24/2018			
SAFE SICK		0.0	Hour	11/24/2018			

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### What increments of time should be coded in Kronos?

- Non-exempt caregivers: Code time in 15-minute increments
- Exempt caregivers: Code time in full-day increments

### Will absences using PTO-Safe Sick incur “occurrences” under the attendance policy?

No, not for absences protected under the law.

### What happens if there are not enough PTO-Safe Sick hours to cover an absence?

If you do not have enough PTO-Safe Sick hours to cover the full duration of your absence, the portion of the absence exceeding your available PTO-Safe Sick balance will not be considered covered or protected under the Washington Paid Sick Leave law. You may be subject to corrective and/or disciplinary action unless the absence is protected under another applicable law.

### How can I check my PTO and PTO-Safe Sick balances?

Available hours can be viewed in Enhanced ESS (in ProvConnect/Lawson), under **Leave Balance**. Hours can also be found in Kronos, in the **Accruals** tab.