

Frequently Asked Questions:
Paid Time Off (PTO) Accrual While on Medical, Family Care, or Parental Leave
Effective March 1, 2020

1. What is the updated policy for PTO accrual?

Teammates on approved continuous Medical, Family Care or Parental leave will accrue PTO only when using PTO. Teammates using intermittent leave are not affected.

2. When does the policy update take effect?

The updated policy is effective March 1, 2020. This update will not apply to teammates on an approved leave that began prior to March 1, 2020.

3. How will teammates know if they will accrue PTO while on leave?

Teammates may refer to [HR Policy 3.05 Paid Time Off](#) benefit. According to the policy, teammates will accrue PTO while taking PTO. If the leave is unpaid or paid through a company benefit like short-term disability or long-term disability, then PTO does not accrue. The PTO accrual for Military Leave has not changed.

4. If PTO is used during all or part of their leave, will teammates accrue PTO?

When PTO is used during their leave, PTO will accrue on a pro-rated basis, based on the amount of PTO used; the accrued PTO hours will be added to the teammate's balance on the pay period following the one in which PTO was used. For the pay periods when PTO is not used, PTO will not accrue.

For example, a teammate with 40 standard hours per week (80 hours per pay period) who uses 20 hours of PTO for the pay period will have used $\frac{1}{4}$ (20/80) of the PTO hours that they typically work. Therefore, they will accrue $\frac{1}{4}$ of their PTO accrual rate for that pay period.

5. How will teammates know if they have PTO available and how will PTO be requested?

Teammates can view and enter their available PTO in Kronos. The system will not allow more PTO to be paid than is available in the teammate's PTO bank.

For example, a teammate with 40 standard hours per week who has 24 hours of PTO available for use will, during an applicable continuous leave, be able to use no more than 24 hours of PTO.

6. What happens if a teammate returns to work before submitting the return to work paperwork to HR Leave Administration?

The return to work documentation is necessary for a teammate's record to reflect that the teammate has returned work. If the documentation is not provided in a timely manner and has not been processed by HR Leave Administration, PTO accruals will be delayed. The PTO accrual will be adjusted upon receipt of return to work documentation.

7. If teammates have a question, who can they ask for help?

Teammates should contact the HR Service Center at 704-631-1500 or email HRServiceCenter@AtriumHealth.org.