Frequently Asked Questions
Paid Time Off and Disability Coverage

Paid Time Off Program (PTO)
This PTO program applies to full-time and part-time employees of Allegheny Clinic, Allegheny General, Allegheny Valley, Canonsburg, Forbes, and West Penn Hospitals along with certain AHN Corporate employees. The PTO program does not apply to Physicians, Residents, CRNAs, Lifestyle weekend nurses and employees who are covered under certain collective bargaining agreements. Separate PTO programs apply to employees of Jefferson and Saint Vincent hospitals.

1. Why is AHN changing PTO for employees?
Maintaining an appropriate work-life balance is important because providing health care and serving patients places demands on each of us. It’s important to take time away from work for yourself and your family.

Jefferson Hospital, Saint Vincent Hospital and the West Penn Allegheny Health System (WPAHS) provide time off through different programs. In April 2015, WPAHS hospitals and the Allegheny Clinic are moving to an employee PTO program as the initial step to create comparable time-off practices across the network. Consistent PTO practices allow us to remain competitive as we work to recruit and retain key talent.

Employees can use PTO for any purpose (vacation, personal or sick time) rather than for a specific purpose and that flexibility gives you more control over how you use your time off. Increased flexibility often helps to reduce unscheduled absences, as well, which supports our commitment to patient care.

Some changes to PTO are also tied to the new employer-paid short-term disability (STD) coverage that AHN is providing to eligible employees beginning in April 2015.

For employees covered by collective bargaining agreements that include different time off provisions, the terms of those agreements will apply.

2. What are the key provisions of the new PTO program?
- PTO will combine vacation, personal and sick time into one pool to give employees more flexibility
- Holidays are separate from PTO – individual policies will apply to accruing, scheduling and using holiday time
- Employees will not lose accrued, unused vacation, personal or sick time as of the PTO program effective date
- PTO may be used in increments of less than eight (8) hours but not less than one (1) hour except for FMLA Intermittent Leave which can be used in increments as small as the time clock permits
- Exempt Management can use PTO in eight (8) hour increments only
- Exempt Professionals can have partial day absences in four (4) hour increments only
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- Employees cannot have unpaid time off if a PTO balance exists except if an employee is scheduled and sent home due to the operational needs of the department. The employee will have the option to use PTO if this occurs.
- Employees cannot have a negative PTO balance
- If no PTO balance exists, eligible employees cannot use Extended Illness Bank (EIB) hours except during approved STD
- PTO cannot be used to supplement lost hours/earnings due to tardiness or suspension
- PTO is subject to management approval as well as the operational needs of the department
- PTO is not accrued on paid time off or paid leaves of any kind that extend beyond 14 consecutive calendar days

3. **What happens to my accrued, unused vacation and personal time on the date I transition to PTO?**
   Accrued vacation and personal time will be placed in your new PTO bank as your initial PTO balance.

4. **What happens to my accrued, unused sick time on the date I transition to PTO?**
   Sick time balances will not continue to grow after the new program is implemented since new sick hours are included in the PTO accrual schedule. Accrued, unused sick time will be “saved” for future use under specific situations in an Extended Illness Bank (EIB). You will have access to that time in the event of personal illness or injury that prevents you from working, similar to a disability/leave of absence occurrence and in accordance with the EIB policy.

   Use of your extended illness bank (EIB) will be coordinated with the employer-provided STD benefit beginning in April for eligible employees.

5. **How will I accrue PTO?**
   PTO will be accrued each pay period based upon eligible hours paid up to 80 hours per pay period (biweekly). Note that PTO is not accrued for time during leaves exceeding 14 days. The amount of your annual PTO accrual is based upon position and years of service as follows:

<table>
<thead>
<tr>
<th>Service Period</th>
<th>Non-Exempt</th>
<th>Exempt &amp; Manager</th>
<th>Director</th>
<th>VP +</th>
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</thead>
<tbody>
<tr>
<td>0 to &lt;5 Years of Service</td>
<td>18 days or 144 hours per year .0693/hr</td>
<td>23 days or 184 hours per year .0885/hr</td>
<td>28 days or 224 hours per year .1077/hr</td>
<td>25 days or 200 hours per year .0962/hr</td>
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<tr>
<td>5 to &lt; 10 Years of Service</td>
<td>23 days or 144 hours per year .0885/hr</td>
<td>28 days or 224 hours per year .1077/hr</td>
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<td>&gt; 10 Years of Service</td>
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6. **What are the maximum PTO hours I can have?**
   At no time can an employee earn or bank more than their PTO maximum which is the lesser of 160 hours or your maximum annual PTO accrued as noted above. You will begin to earn additional PTO once you reduce your PTO bank under your PTO maximum.
7. **What happens if my combined vacation and personal time exceed the PTO maximum as of the PTO effective date?**
   In limited cases, as of the effective date, your PTO balance may exceed the maximum PTO limit. If it does, you will have a separate excess PTO bank for tracking these additional hours. You will use PTO hours from your regular PTO bank; however, you have until the first pay period in April 2016 to use the excess hours. In April 2016, in the event your PTO plus your excess PTO exceeds your maximum PTO limit, any excess hours will be paid to you at the rate of 50 percent, and the excess PTO bank will be closed out.

   Balancing both your work and non-work time is important to you and AHN; you are encouraged to take time away from work responsibly by scheduling, in advance, whenever possible.

   **Example of excess PTO:** If you have 165 Vacation and 24 Personal hours accrued on the PTO transition date, your initial PTO balance is 189 hours. You will have 189 hours available to you. However, for tracking purposes only, 160 hours will be available in your PTO bank and 29 hours will be placed in your excess PTO bank.

   As of April 2016, your total PTO balance will be measured against the 160-hour maximum. Any excess hours will be paid to you as a lump-sum payment equal to 50 percent of the value. If you have 166 total PTO hours, six hours will be paid at 50 percent. The excess PTO bank will be closed at that time.

8. **How can I check my time off balances before or after the PTO transition?**
   Employees can visit [http://prism.wpahs.org](http://prism.wpahs.org) under Employee Self-Service and then select ‘Personal Information’ then ‘Accruals’ to see time off balances. In addition, you will be able to view your EIB and, if applicable, the excess PTO bank.

9. **Is my PTO paid out to me if I leave AHN?**
   PTO is paid out in the following circumstances:
   1. You are vested in your PTO (all employees hired prior to April 1, 2015 are automatically 100 percent vested)
   2. You are vested and you voluntarily separate from employment and give proper notice (Please see [Separation from Employment](http://prism.wpahs.org) HR policy for details on proper notice)
   3. Upon death, total and permanent disability as defined by SSA or Reduction in Force

   PTO is not paid out in the following circumstances (except as noted above):
   1. You are not vested in PTO
   2. You voluntarily separate from employment and do not give proper notice
   3. You are involuntarily separated from employment for any reason

   If you separate from employment prior to April 2016 and are eligible for a PTO payout as described above and have an excess PTO bank, your excess hours above your maximum PTO hours as of your separation date will be paid out at 50 percent.

10. **What happens if I call off due to an illness or personal emergency?**
    Unforeseen illnesses and emergencies arise that require employees to take unscheduled time away from work. However, unscheduled time away affects our patients and those employees who are working to provide patient care. Our attendance and corrective action policies recognize these situations appropriately and employees who
do not follow them will be managed accordingly. Remember, you are still subject to points for unscheduled absences.

Please refer to HR policies at [http://home.wpahs.org/hr/hr.htm](http://home.wpahs.org/hr/hr.htm) for more information.

11. Forbes and Allegheny Valley Hospital had a PTO program until Jan. 1, 2010 at which point certain transitional PTO banks were created. What will happen to the transitional PTO banks?

Employees with a transitional PTO bank will receive a communication on how we will handle these banks. Please watch for a letter mailed to your home address in late March 2015 with additional information and details.

**Disability Coverage**

The short-term and long-term disability program applies to full-time employees of Allegheny Clinic, Allegheny General, Allegheny Valley, Canonsburg, Forbes, Jefferson, and West Penn Hospitals along with certain AHN Corporate employees. The long-term disability program applies to full-time employees of Saint Vincent Hospital. The employer-paid disability program does not apply to employees who are covered under certain collective bargaining agreements.

1. **Who is eligible for employer-paid STD coverage?**

   Effective April 1, 2015, full-time employees regularly scheduled to work at least 70 hours per pay period (>0.875 FTE) are eligible for employer-provided STD coverage. For newly hired employees, coverage is effective the first of the month on or after date of hire. Part-time employees will no longer have a STD option.

2. **What happens to my voluntary STD coverage as of April 1, 2015?**

   The current STD program remains in place through March 31, 2015 – including eligibility criteria, benefit level, benefit duration and costs. Because STD coverage is being provided to eligible employees at no cost beginning April 1, 2015, any and all voluntary STD elections will cease as of March 31, 2015 (including part-time employees).

3. **What happens if I become disabled during the transition to the new disability program?**

   This will depend on the actual date you become disabled. Employees who commence a disability before April 1, 2015 will be covered under the applicable current STD and LTD programs. Employees who commence a disability on or after April 1, 2015 will be covered under the applicable new STD and LTD programs.

4. **How do I apply for a STD benefit?**

   You can initiate a disability claim by contacting Sun Life at 1-877-932-7287, option 2. **Eligible employees also need to apply for a Leave of Absence if you miss more than three (3) consecutive days of work. If you or your physician anticipate that your absence will extend beyond 14 calendar days it is imperative that you file a STD claim to avoid an interruption in your pay.**

   During the first 7 calendar days, employees must use accrued PTO or if no PTO balance exists the employee will be unpaid during this time period. After the 8th calendar day you may begin to access your EIB, if available, or use accrued PTO if no EIB balance exists. If no PTO balance exists, the employee will be unpaid during this time period.

   If an eligible employee is **approved** by Sun Life for STD the employee can continue to access their EIB after 14 calendar days, if available. If an eligible employee has not yet been approved for STD after 14 calendar days the employee cannot continue to access their EIB and must use PTO or be unpaid until approved for STD by Sun Life.
Once the EIB is exhausted the eligible employee will begin to receive the 60 percent short-term disability benefit, if eligible, for the remainder of the approved disability period. If the eligible employee chooses, he or she can use accrued PTO in lieu of the 60 percent STD benefit.

Eligible employees need to exhaust their EIB prior to receiving the STD benefit. After 14 calendar days employees will not accrue any additional PTO for any time away from work.

5. **Who is eligible for LTD coverage?**
   Effective April 1, 2015, full-time employees regularly scheduled to work at least 70 hours per pay period (>0.875 FTE) are eligible for LTD coverage. If approved, the long-term disability benefit will begin on the 181st day. For newly hired employees, coverage is effective the first of the month on or after the date of hire.

6. **What happens to my voluntary LTD coverage as of April 1, 2015?**
   If you chose the voluntary 60 percent LTD buy-up option for January 1, 2015, you will have the opportunity to waive coverage as of April 1, 2015. If you do not actively drop your voluntary coverage, it will continue through December 31, 2015 at the revised cost.

**Extended Illness Bank (EIB)**

*This EIB applies to employees of Allegheny Clinic, Allegheny General, Allegheny Valley, Canonsburg, Forbes, and West Penn Hospitals along with certain AHN Corporate employees. EIB does not apply to Physicians, Residents, CRNAs or employees who are covered under certain collective bargaining agreements. Separate EIB and ESB policies apply to employees of Jefferson and Saint Vincent hospitals.*

1. **What happens to my sick time as of the PTO effective date?**
   Any accrued unused sick time as of the PTO transition date is converted to an Extended Illness Bank (EIB). You will be able to access your EIB for an absence greater than seven (7) calendar days due to personal illness or injury that prevents you from performing your job. You will not have access to your EIB for an absence for any personal injury or illness less than seven calendar days or for an absence related to an approved intermittent FMLA. To avoid delay in payment, full-time eligible employees need to apply for short-term disability when a leave is applied for.

2. **Is my EIB paid out to me if I leave AHN?**
   No, the EIB is automatically forfeited upon separation of employment or if you transfer to an ineligible position such as a casual or part-time position < .4 FTE. The EIB is not reinstated under any circumstances.

3. **Do I need to use my EIB in the event I become disabled for a time period greater than seven days?**
   Yes, you must use your EIB after 7 calendar days and will not be eligible for the 60 percent STD benefit until you exhaust your EIB. In the event you exhaust your EIB, you have the option to use any accrued PTO time in lieu of the STD benefit, if you choose.

4. **When can I access my EIB?**
   You may begin to use your EIB on the 8th calendar day of a leave of absence for your personal illness or injury.

5. **Can I use my EIB for intermittent medical leave?**
   No, EIB cannot be used for an intermittent leave of absence.
Holidays
Eligibility for this Holiday policy applies to employees of Allegheny Clinic, Allegheny General, Allegheny Valley, Canonsburg, Forbes, and West Penn Hospitals along with certain AHN Corporate employees. The program does not apply to employees who are covered under certain collective bargaining agreements. Separate holiday policies apply to employees of Jefferson and Saint Vincent hospitals.

1. Are Holidays separate from the PTO program?
   Yes, Holiday hours are separate from the PTO program. Full-time and part-time employees are eligible for holiday hours for the six (6) legal Holidays in 2015: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. If you work a scheduled Holiday, you will be able to use this time at a later date as a scheduled day off.

2. What is the maximum amount of hours allowed in my Holiday Bank?
   You can accrue up to 32 hours in your Holiday bank. Once you reach 32 hours, you will not be able to accrue additional time until you utilize the holidays hours in your bank.

3. Is my Holiday bank paid out to me if I leave AHN?
   No, Holiday hours are automatically forfeited upon separation of employment or if you transfer to an ineligible position. The hours are not reinstated under any circumstances.

Additional Resources

1. Where can I find additional resources?
   We encourage employees to visit online at www.AHN.org/benefits for additional information on the PTO and Disability changes. We will update the site periodically with the latest FAQs and Hot Topics.

   If needed, employees can contact the HR Customer Service Call Center via email at ReachHR@wpahs.org or call (412) 330-2600, option 4. However, for PTO questions, the HR Call Center will not be able to provide details beyond what is available.