

April 9, 2020

### Earned Time (PTO) Exception Program Guidelines

**PTO Bank:**

Area	Details
PTO Maximum Accruals	Effective April 19, 2020, UPH-Meriter will temporarily raise PTO maximum accrual limits by 80 hours.
Maximum Accrual Reinstatement Date	Maximum accruals will return to those outlined within the collective bargaining agreement on June 28, 2021.
Use or Lose Date	Hours above the previous maximum that are not used by June 28, 2021 will be forfeited with no payment for time unused.
Negative PTO Balance	Effective April 19, 2020 team members will be allowed to borrow, up to 40 hours, and carry a negative PTO balance. Team members may carry a negative balance until December 28, 2020. Starting December 29, 2020, team members will need to begin to work their way out of any negative balance.

**2020 PTO Buy Back:**

Area	Details
November PTO Buy Back Program	PTO buy-back elections made during the 2019 Open Enrollment process will continue as planned, with pay out scheduled for November 2020.
One-time Opt-Out Option	Team members who elected the buy-back option during the 2019 Open enrollment process may choose to cancel their buy-back election. Additional information about this cancellation process will come from HR in the near future.
Mid-year Buy Back Options	Team members will continue to be able to elect a haircut election in February, May, August, and November.