

PTO BUY BACK PROGRAM

The PTO Buy Back Program enables eligible associates the opportunity to convert earned, but unused PTO hours to cash. An associate has the option to buy back PTO hours by completing and submitting this form to Human Resources. PTO payouts will be issued monthly.

To be considered eligible, an associate's PTO bank balance must be 60 hours or more (40 hour minimum bank balance + 20 hour minimum payout). The hours are paid at 90% of the associate's current base hourly rate exclusive of shift differential.

- Completed forms must be submitted prior to the first of the month.
- Buy Backs are processed and included on the second pay period of each month.
- The minimum payout is 20 hours per request.
- The maximum number of hours that can be paid out is 80 per calendar year.
- A balance of 40 hours must be maintained when buying out PTO time.

Please indicate the number of hours that you would like to buy back:

_____ Hours Requested (between 20 and 80 hours)
_____ Payout Month

By signing below, I am authorizing Beacon Health System to payout time earned in my Paid Time Off bank as cash, providing I meet eligibility.

Print Name

Date

Signature

Badge Number/Department #

Return the completed form to choward@beaconhealthsystem.org

Or email to:

benefits@beaconhealthsystem.org.

PLEASE DO NOT FAX FORM