PTO BUY BACK PROGRAM

The PTO Buy Back Program enables MNA, SEUI, and AFSCME Union 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 each pay period.

To be considered eligible, an associate's PTO bank balance must be 60 hour or more (40 hours 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.

- The minimum payout is 20 hours per request
- A balance of 40 hours must be maintained when buying out PTO time.
- The maximum number of hours that can be paid out is 100 per calendar year.

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

_____________ Hours Requested (between 20 and 100 hours)

DEADLINE: 5:00PM on Monday of the first non-pay week of the month to be included in the second pay period of the month. Requests received later will be processed on the next available payroll.

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:
Human Resources | Benefits

EMAIL: benefits@beaconhealthsystem.org ***PREFERRED METHOD***

OR

FAX: 574-647-6514 *(please follow-up with an email or phone call indicating your form was sent)*