

Classification: Human Resources	YALE NEW HAVEN HEALTH SYSTEM POLICIES & PROCEDURES	
Title: Paid Time Off (PTO)		
Date Approved: November 10, 2016	Approved by: System Operating Committee	
Date Effective: January 1, 2017		Date Reviewed/Revised: November 1, 2017
Distribution: HR policy standardization update to YNHHS managers. Additional communication by respective HR team to managers. MCN Policy Manager		Policy: Type I
Supersedes: Birthday Day-Off (BH F:21); Sick Time Benefits (BH F:7); Vacations (BH F:8); Donation of Benefit Time (BH F:20); Absence – Reporting (BH B:1); PTO—Non-Exempt (GH E9); PTO (GH E10); PTO Donation (GH F08); Paid Time Off Program (HSC II.C.7), Paid Time Off (NEMG F:8), Donation of Benefit Time (NEMG F:1), Birthday Day-Off (NEMG E:2); Legal & Float Holidays (NEMG F:9); Paid Time Off (Grimes Center H:18); Paid Time Off (YNHH H:18); Paid Time Off (YNHHS II.C.9)		

PURPOSE

The Paid Time Off (PTO) Policy outlines procedures and expectations for the administration of the YNHHS PTO program. Among many areas addressed in the policy are eligibility, time accrual, PTO use for scheduled and unscheduled absences, cash-in options, and PTO donation.

APPLICABILITY

This policy shall apply to the Yale New Haven Health System (YNHHS), its parent and subsidiary corporations, its Delivery Network hospitals (Bridgeport Hospital, Greenwich Hospital, and Yale New Haven Hospital), Northeast Medical Group, Yale New Haven Care Continuum (d/b/a Grimes Center), Corporate Professional Business Services (CPBS), each of their respective parent and subsidiary corporations, and each affiliated entity owned by or under common ownership and control with any of the foregoing, with the exception of Lawrence + Memorial Hospital, Westerly Hospital, and VNA of Southeastern Connecticut.

This policy is applicable except where it is expressly superseded by collective bargaining unit agreements.

POLICY

The Paid Time-Off (PTO) Program provides a specified number of hours each year for an employee to use for scheduled and unscheduled absences from work. PTO combines vacation time, holiday time, sick leave, and other personal time into one comprehensive program. Included in these hours (for benefit eligible employees) are the hours for the Connecticut (CT)

Paid Sick Leave Act (see attached addendum). If PTO is exhausted, there will be no CT Sick hours available.

The primary objectives of the PTO Program are:

- A. To provide employees with flexibility in scheduling time off;
- B. To encourage employees to plan and schedule time off in advance whenever possible;
- C. To encourage employees to take adequate time for rest and relaxation and to maintain a reasonable minimum balance of PTO to ensure adequate time for holiday, illness or emergencies.

PROCEDURE

A. Administrative Guidelines

1. Eligibility provisions

All* regular employees whose regularly scheduled work hours total at least 24 hours per week are eligible to participate in the PTO Program.

*VP's and above are not eligible for PTO effective January 1, 2018.

2. PTO Accrual Rates

For purposes of earning PTO days/hours, employees are grouped according to their position's pay grade classification and their length of service. See the PTO accrual charts for each organization in HRConnect at www.ynhhs.org/hrconnect.

3. Earning Paid Time-Off (PTO)

- a. Eligible employees will earn PTO beginning with their fourth paycheck.
 - i. Employees do not accrue PTO until their fourth paycheck, with their total annual accrual earned one (1) year from that time.
 - ii. Employees who change status from per diem/casual to benefits eligible will earn PTO immediately (as long as they have met the initial eligibility period).
- b. Eligible employees earn PTO based on hours paid each pay period (including regular hours worked, jury duty, bereavement, PTO used, CT Sick and miscellaneous), up to a maximum of 80 hours (Greenwich Hospital = 75 hours) paid in the pay period.
- c. PTO accrued in the current pay period is available to be used in the next pay period.
- d. Employees do not accrue PTO while being paid Short Term Disability (STD). However, employees do accrue PTO on the PTO used to supplement their STD.
- e. An employee transferred to a position with a different PTO accrual will begin earning PTO at the new rate as of the pay period when the change takes place (includes transfers within YNHHS).
- f. PTO may be accumulated by an employee to a maximum of one time the annual accrual of PTO hours earned in his/her group. All amounts exceeding the maximum will be forfeited if not used or cashed in. (Refer to the addendum to this policy for delivery network-specific grandfathering

provisions). See addendum for information on grandfathered groups that may have a maximum of 1.5x.

- g. The accrual of PTO will automatically stop when the employee's maximum is reached. The maximum is calculated after payroll is processed and new PTO is accrued each pay period. When an employee's balance is less than 1x his/her annual allotment, the PTO calculating system will start accruing hours.
- h. PTO will be paid in the same pay period it occurs.
- i. PTO will increase automatically when the employee reaches a service milestone.

4. Using Paid Time-Off: Scheduled Absences

- a. Only PTO that has already been earned may be paid. PTO cannot be advanced, except for new, benefits-eligible employees, who may receive PTO for employer-designated holidays in the first three (3) months of employment.
- b. PTO will be used for scheduled absences (vacations, holidays, planned personal absences, etc.) when requested and approved in advance by the supervisor according to work unit guidelines.
- c. CT Sick (see the addendum to this policy) and/or PTO, will be used for scheduled absences and/or approved intermittent Family and Medical Leave (FML) absences.
- d. Designated Holidays:
 - i. PTO will be used when a hospital designated holiday falls on the employee's regularly scheduled workday.
 - ii. PTO will not be used when a designated holiday falls on the employee's regularly scheduled day off. For example, 24 hour employee works 8 hours on Monday, Tuesday and Saturday. Thursday holiday would not be paid as PTO.

5. Using Paid Time-Off for unscheduled absences, Short Term Disability, Workers' Compensation, FML or Personal LOA

- a. PTO, if available, will be used for all unscheduled absences, such as personal emergency, severe inclement weather, etc., or for emergencies declared by the employee's work location.
- b. CT Sick (see the addendum to this policy) and/or PTO, will be used for unscheduled absences and/or approved intermittent FML absences.
- c. Unscheduled absences should be reported by employees as promptly as possible according to departmental instructions.
- d. Employees absent for three or more consecutive work days need to contact the YNHHS leave administrator to apply for FML.
- e. Accrued PTO **must** be used, if available, to fulfill the two week (14 calendar days) waiting period for STD. (Refer to the addendum to this policy for delivery network-specific grandfathering provisions).
- f. At the option of the employee, PTO and/or Basic Sick, if applicable, may be used by both exempt and non-exempt employees to supplement Short Term Disability. The combined payments cannot exceed 100% of the employee's daily pre-

disability base pay rate. Requests to supplement STD with PTO and/or Basic Sick, if applicable) must be processed through Employee Self Service (ESS) – select *Benefits*, then *PTO* then *Disability Supplement*.

- g. Employees on FML for the birth of a child can only use PTO during the bonding period (post-disability). Basic Sick, if applicable, cannot be used during this time.
 - h. Non-exempt employees may use PTO to supplement partial days; exempt employees may only use PTO in full day increments for days not worked (except for absences within an approved intermittent FML).
 - i. Exempt employees on an approved intermittent FML will be paid only for hours worked. Hours not worked will be paid using PTO.
 - j. Employees who have exhausted STD, but are still on an approved FML, must submit a request on ESS (select *Benefits*, then *PTO* then *Disability Supplement*) if they want to be paid PTO during this time. Employees who do not request to be paid PTO will be paid PTO in accordance with the FML policy. Employees who do not have PTO and have no other pay due them, will not be paid.
 - k. PTO and/or Basic Sick, if applicable, may be used to supplement Worker's Compensation payments (Refer to Worker's Compensation Policy). However, a combination of the two cannot exceed the employee's regularly scheduled base salary. If requested, the Worker's Compensation Adjuster will provide the amount of PTO hours that can be used to supplement Worker's Compensation.
6. Paid Time Off Reporting Procedure
- a. Prior to requesting PTO, the employee must check his/her PTO balance (on ESS or his/her paycheck) to ensure an adequate amount is available to cover the request. If the employee does not have enough PTO to cover the request, the approval of the unpaid time off will be at the manager's discretion.
 - b. On occasion and with manager's approval, employees in non-exempt positions have the option of using PTO or "no pay" for an absence from scheduled work of two hours or less per day. If the absence is more than two hours, the total number of hours needed to supplement the regular schedule must be charged to PTO. Unpaid time does not count toward PTO accrual.
 - c. PTO should be recorded in the automated time and attendance system as follows:

Type	Kronos Earnings Code
Vacation*	PTO
Holidays*	PTO HOL
Personal Days*	PTO
Illness	PTO Sick
2 week waiting period (entered by manager) and Supplementing STD Payments (entered by HRConnect)	PTO LOA

Basic Sick Leave Bank**	BSK
Intermittent FML*	PTO LOA
PTO other	PTO Unscheduled
CT Sick	CT Sick

* With appropriate advance authorization, this type of PTO is normally considered to be scheduled PTO.

** Refer to the addendum to this policy for delivery network-specific grandfathering provisions.

- d. Employees who have exhausted their PTO time may request time off without pay at the discretion of and with the approval of their department head.

7. Processing PTO at Termination or Change in Status

- a. PTO will not be paid out to employees with less than one year of service.
- b. In no case may PTO be used to extend the termination or transfer date of an employee.
- c. Employees are paid their earned, unused PTO following the receipt of their last paycheck for hours worked. This will be processed in the following pay cycle and mailed to the employee's home. Please note that any retroactively owed health care premiums will be deducted from the employee's final PTO payout. Also, since health care coverage continues through the end of the termination month, health care premiums (excluding Life Insurance and STD, where applicable) will be deducted from the employee's final PTO to cover missed deductions. For example, employee terminates on March 4, 2016. Employee will owe for the deductions that would have occurred from the March 24, 2016 paycheck.
- d. Employees who terminate employment without proper notice and/or are terminated for cause will have their PTO reduced by 50%.
- e. Only under exceptional circumstances and with department head approval, should PTO, which was not previously scheduled, be paid after termination notice is received. (Refer to Termination Policy)

8. Processing PTO as a result of Organizational Transfer or Shared Employee

Benefit/PTO Process for Organization Transfers

- Employees transferring within Yale New Haven Health System – PTO balance moves to new organization along with Basic Sick hours (if applicable) – it is not paid out.
- CT Sick Plan Eligible Employees – The CT Sick plan balance will be transferred to the new organization.

Benefit/PTO Process for Shared Employees

- New organization - employee hired in a Benefits Eligible Status. PTO balance moves to new organization along with Basic Sick hours (if applicable) – PTO is not paid out. The employee will start accruing time at the new organization as of their seniority date at the new organization. The employee's years of service from original organization will be used for accrual of PTO.
- Prior organization - employee changes to Non-Benefits Eligible Status.

9. Other PTO Options

a. PTO Cash-In Options

- Annually, an employee has two options of electing to cash-in PTO hours: On-Request PTO Cash-In and Per Pay PTO Cash-In. The election is made by the employee on Employee Self Service (ESS) during the annual (November/ December) PTO Cash-In election period. In accordance with IRS requirements, the election must be made in the current year for cash-in of hours accrued in the next calendar year. Only employees who have elected PTO Cash-In in the previous year will be allowed to cash-in PTO in the current year. No changes to the PTO Cash-In election are permitted during the current year.
- PTO Cash-In is available beginning in the second pay check of the calendar year and is taxed at the higher supplemental wage rate.
- The maximum annual PTO cash-in for both types of cash-in depends on the years of service:

Years of Service	Maximum Allowable Cash-In Hours Per Calendar Year
0—4	100
5-9	140
10+	180*

* Management employees may cash in 180 hours regardless of their years of service.

- On-Request PTO Cash-In: For those enrolled, employees may request to receive all or part of the elected On-Request hours in any regular pay period (after the 2nd pay check) as long as those hours have been accrued in the current year. Any hours elected, but not cashed in, will be automatically paid during the final pay period of the calendar year.
- It is the employee's responsibility to initiate the request for an On-Request PTO Cash-In through Employee Self Service by 11:00 p.m. on the Saturday prior to a pay day.

- vi. Per Pay PTO Cash-In: The amount of hours an employee elects is cashed in each and every pay period during the next year (beginning with the 2nd pay check).
- vii. To comply with IRS regulations, an employee's PTO Cash-In option may not be rescinded once elected.

b. PTO Donation

Employees with PTO balances may choose to donate PTO hours from their balance to a fellow employee at any YNHHS entity who has experienced a catastrophic personal or family medical condition causing depletion of their PTO balance.

i. The recipient of the PTO donation must:

- have one year of service,
 - be PTO eligible, and
 - have less than two weeks' worth of PTO in his/her balance at the time of the donation
- AND**
- be on an approved continuous FML. (Employees on an intermittent FML for more than three (3) months are only eligible to receive PTO donations if they were previously out on a continuous FML) – OR -
 - have experienced an unexpected personal emergency (unforeseen and beyond the employee's control) that results in a continuous, immediate and temporary need to be away from work. Documentation may be required to validate the emergency and the maximum time the donation can continue is 60 days.

ii. If the approved continuous FML has expired, the recipient can continue to receive donated PTO for an additional two (2) calendar months, for a maximum of six (6) months from first day of FML. The recipient must continue to be out of work for his/her own serious health condition or an immediate family member's serious health condition based upon the FML "serious health condition" definition and as initially approved by the claims administrator.

iii. The recipient's eligibility must be confirmed by HRConnect based on current HRIS records.

iv. The donor(s) must process the PTO donation in Employee Self Service (ESS).

PTO Donation Process:

1. Log into ESS
2. Click on **Benefits** Tab
3. Select **PTO**
4. Select **PTO Donation**.
5. Click on "**Make PTO Donation**" button (**in blue**)
6. Enter **PTO donation hours** and Recipient Info: (enter **Last Name** and **First Name** and drop down to **Select department**) *may be multiple departments.*

7. **Click on employee you wish to donate to.** (*Note: there may be several employees with the same name so be sure to select the correct employee.*)
8. Once recipient you wish to donate to is **in blue** click **Save**

Donated hours can be seen in ESS under the **Benefits Tab/PTO/PTO Donation.**

- v. The donor's PTO balance is not adjusted until the donated time is added to the recipient's bank based on need per pay period. Donated PTO hours will be used in chronological order of donation – first in, first used. Donated time will **not** be placed in the recipient's bank until it is ready to be used to avoid removing time from a donor's bank that is never used by the intended recipient.
- vi. Exceptions to the PTO Donation criteria are extremely unusual and must have the approval of the Sr. Vice President of Human Resources or designee.

B. Exceptions

1. Requests for adjustments to PTO balances must be researched for consideration by the department head, approved by the department head and emailed to the PTO Maintenance mailbox: ptomaintenance@ynhh.org. for process and verification. All requests should include the following information:
 - a. Employee # and name
 - b. Date(s) and number of hour(s) for requested adjustment
 - c. Explanation/reason for requested adjustment
2. Recommendations for exceptions to the Paid Time-Off program are extremely unusual and must have the approval of the responsible Vice President/Sr. Vice President of Human Resources at the employee's respective delivery network.

REFERENCES

Addendum: Sick Leave Accrual under the Connecticut Paid Sick Leave Act

Addendum: Grandfathering provisions

RELATED POLICIES

Emergency Preparedness

LOA—Family and Medical Leave

LOA—Personal

Termination

Workers' Compensation: Employee Injury/Illness Procedures/Process

ADDENDUM TO PAID TIME OFF POLICY
Sick Leave Accrual under the Connecticut Paid Sick Leave Act

1. All non-exempt full time, part time and casual/per diem employees who work an average of 20 hours bi-weekly, hereafter referred to as “qualified employees,” are entitled to 40 hours of paid sick leave per calendar year.
2. These qualified employees are also entitled to immunity from discipline for 40 hours of CT Sick designated time each calendar year.
3. Exempt individuals, although not covered under this law, are provided up to five scheduled work days not to exceed the total number of weekly scheduled hours.
4. CT Sick leave hours can be used for self, spouse or child for illness, injury or health condition, care of treatment of a mental or physical condition, preventative medical care, domestic violence and sexual assault. Or when the qualified employee is a victim of family violence or sexual assault for:
 - a. medical care or psychological or other counseling for physical injury or disability;
 - b. services from a victim services organization;
 - c. relocation; or
 - d. participation in any civil or criminal legal proceedings
5. Employees designated to earn CT Sick time must work 680 hours before they can use this time.
6. CT Sick is concurrent with the designation of Family and Medical Leave.

Pay for Connecticut Paid Sick Leave

Connecticut Paid Sick Leave will be paid out of two separate banks, PTO and CT Sick, depending on whether the employee is or is not PTO eligible.

1. Qualified benefits-eligible employees are employees who accrue PTO and will be paid their CT Sick time from their PTO bank. These employees will not be given any additional accrual of PTO as CT Sick.
2. Qualified non-benefits eligible employees who work an average of 20 hours bi-weekly are employees who do not accrue PTO and will be paid directly from their available CT Sick Bank balance. These employees will accrue one (1) hour for every 40 hours that they work.

NOTE: If a qualified non-benefits eligible employee has no CT Sick accrual, he/she is not entitled to payment for a missed shift or hours.

Employees should provide a minimum of seven (7) days’ notice when the need for use of paid sick leave time is foreseeable, or notice as soon as practical if not foreseeable. This does not preclude the 30-day notice required if a leave is foreseeable under the Family and Medical Leave Act.

For paid sick leave time off of three or more consecutive days, supervisors may request documentation such as documentation signed by the health care provider treating the employee, employee’s spouse or child, indicating the need for and the duration of the leave.

After an absence due to own illness for a period of three (3) or more consecutive days, the employee must receive clearance and approval from Occupational Health prior to returning to work.

Time earned under this policy is not subject to pay out when an employee terminates employment or changes employment status.

Note: Should an eligible employee who is a member of a collective bargaining unit be involved, the current labor contract provisions will apply.

ADDENDUM TO PAID TIME OFF POLICY

Grandfathering provisions at specific delivery networks

Paid Time Off Accrual Maximums

YNHH/HSC/Grimes Center/NEMG-Greenwich and NEMG-New Haven employees with 15 or more years of service or at 40 days accrual (as of December 31, 2016) will be grandfathered at one and one half times annual accrual.

If a Bridgeport Hospital, NEMG-Bridgeport or NEMG-Greenwich employee transfers to YNHH/HSC/Grimes Center/NEMG-Greenwich or NEMG-New Haven prior to December 31, 2016, and has 15 years of service as of December 31, 2016, he/she will be grandfathered at one and one half times annual accrual.

- Notes:
 - If any employee grandfathered at one and one half times annual accrual transfers to Bridgeport Hospital, NEMG-Bridgeport or NEMG-Greenwich, he/she will lose his/her grandfathering and be placed at one time annual accrual. Additionally, to ensure that the employee will be able to resume full PTO accrual after the reduction to 1x, the balance will be brought down by the equivalent of the PTO hours normally accrued by the employee over 4 (four) pay periods. The employee will be paid out for any amount over his/her new 1x maximum, as well as the amount equivalent to four pay period accruals.
 - If an employee transfers out of Bridgeport Hospital or NEMG-Bridgeport, he/she will lose his/her eligibility for the payout at retirement, even if he/she transfers back to Bridgeport Hospital or NEMG-Bridgeport at a later date.

Sick Bank

Some employees throughout YNHHS have a Sick Bank as a result of grandfathering when benefits provisions changed. The information below defines those who are grandfathered and explains how the Sick Bank can be used. In all situations, the Sick Bank is frozen and no longer accrues.

All employees with a Sick Bank

- An employee on an approved Family and Medical Leave (FML) to care for a spouse, child, parent, or parent-in-law with a serious health condition or paternity leave may use his/her Sick Bank to cover the first two (2) weeks of this leave.

YNHH employees hired prior to 1978, Involuntary Transfers prior to January 1, 2015, and All Transfers after January 1, 2015

Reason: Employees had a Sick Bank prior to PTO implementation or transfer.

Use:

- Approved FML (family member): Employee uses up to two (2) weeks (based on scheduled hours) of Sick Bank and then PTO.
- Approved FML/disability (own illness): For the first two (2) weeks (based on

scheduled hours), use PTO for the first 24 consecutive scheduled work hours and Sick Bank for the remainder of the Short Term Disability waiting period. If Sick Bank is exhausted, PTO is used during the waiting period.

- Approved disability: Employee can supplement Short Term Disability with his/her Sick Bank and/or PTO.
- There is no Sick Bank pay out at termination/retirement or change in status to a benefits ineligible position.
- Basic sick cannot be used for the bonding portion (post-disability) of a maternity leave.

Bridgeport Hospital and NEMG-Bridgeport employees hired prior to 2015

Reason: Employees had a Sick Bank and converted to PTO effective January 1, 2015.

Use:

- Approved FML (family member): Employee uses up to two (2) weeks (based on scheduled hours) of Sick Bank and then PTO.
- Approved FML/disability (own illness): Employee can only use up to two (2) weeks (based on scheduled hours) of PTO for the Short Term Disability waiting period.
- Approved disability: Employee can supplement Short Term Disability with his/her Sick Bank and/or PTO.
- Basic sick cannot be used for the bonding portion (post-disability) of a maternity leave.
- Employees may be paid out 50% (to a maximum of \$10,000 depending on years of service) of their Sick Bank at retirement only from Bridgeport Hospital or NEMG-Bridgeport.
- If an employee transfers out of Bridgeport Hospital or NEMG-Bridgeport, he/she loses his/her eligibility for the payout, even if he/she transfers back to Bridgeport Hospital or NEMG-Bridgeport at a later date.

CPBS employees hired/transferred from L+M/LMMG

Reason: Employees had a Sick Bank and converted to PTO.

Use:

- Approved FML (family member): Employee uses up to two (2) weeks (based on scheduled hours) of Sick Bank and then PTO.
- Approved FML/disability (own illness): Employee can only use up to two (2) weeks (based on scheduled hours) of PTO for the Short Term Disability waiting period.
- Approved disability: Employee can supplement Short Term Disability with his/her Sick Bank and/or PTO.
- Basic sick cannot be used for the bonding portion (post-disability) of a maternity leave.

Greenwich Hospital employees hired prior to January 1, 2016

Reason: Employees had an EIB/ESL plan which ended effective December 31, 2015.

EIB/ESL balances were converted to Basic Sick.

Use:

- Approved FML (family member): Employee uses up to two (2) weeks (based on scheduled hours) of Basic Sick and then PTO.
- Approved FML/disability (own illness): Employee can only use up to two (2) weeks (based on scheduled hours) of PTO for the Short Term Disability waiting period.

- Approved disability: Employee can supplement Short Term Disability with his/her Basic Sick and/or PTO.
- Basic sick cannot be used for the bonding portion (post-disability) of a maternity leave.
- If an employee terminates, positive Basic Sick Banks will be paid out at \$15 per every 7.5 hours up to a maximum of \$5,000 provided the employee has a minimum of three (3) years of service. Upon retirement, positive Basic Sick Banks will be paid out at 50% of the employee's base rate up to a maximum of \$5,000 provided the employee has a minimum of three (3) years of service.
- If an employee transfers out of Greenwich Hospital, he/she loses his/her eligibility for the payout, even if he/she transfers back to Greenwich Hospital at a later date.

Bridgeport Hospital and NEMG Accruing Sick Banks

Reason: Bridgeport Hospital Emergency Physicians, PAs, APRNs, and Self-Governing Schedule Hospitalist at NEMG Bridgeport & Greenwich Hospital do not accrue PTO. This sick bank allows them to have paid time during their disability waiting period, supplement during disability and for approved FMLA time.

Eligible:

- Scheduled to work 24 hours or greater: Bridgeport Hospital Delivery Network Emergency Dept. MDs, PAs, and APRNs
- NEMG – GH Delivery Network Hospitalists (only those that work 7 on/7 off)
- NEMG – GH Delivery Network Emergency Dept MDs

Effective: April 1, 2017 – NEMG GH (PL810)

New Hire Eligibility/Availability: After 3 pay periods

Accrual: Accrue 10 sick days per year (prorated by FTE for PT employees)

- Sick days paid based on scheduled hours

Maximum Accrual: 320 hours

Hours Paid:	<u>Scheduled Hours</u>	<u>Hours/Day</u>	<u>Annual Hours</u>
	24 to 34.99	4	40
	35 to 40	8	80

Use:

- Short Term Disability waiting period (10 days)
- To supplement Short Term Disability
- Approved FMLA time
- No payout at termination

Short Term Disability:

- Employer paid
- Eligible after one (1) year of benefits eligible service

- Benefit = 60%

For those that do not have a current frozen sick bank

- If employee goes out on disability in the first year of their newly eligible position, we will honor current practice and pay the first 10 days of waiting period as regular.
- After one (1) year, they will use this accruing sick bank to pay for waiting period and to supplement (if desired) with their disability pay.

Frozen Sick Bank (for those that have a current bank) at PL850 (old BH sick bank):

- To supplement STD
- Payout at retirement from BH/NEMG-BH only

Frozen Sick bank (for those grandfathered EE's at PL810 to account for loss in STD benefit from 100% to 60%)

- This should be drawn down first as once it's depleted, it can be deactivated and then can use accruing bank

Transfers

- 24 hours of New Sick Bank + 10% converted to PTO
 - Transfers to YNHH/HSC/ or NEMG/NH (PTO plans): accrued sick time moved into basic sick bank. No payout at termination or retirement.
 - Transfers to BH or NEMG-BH (PTO plans): accrued sick time moved into basic sick bank. However, they will only be eligible for retirement payout from the frozen amount that was there on 12/31/14 (or the lesser amount if time was taken from that bank).