



ADDED Enhancements to PTO

Key Facts for Great Bend Employees

November 2021

Investing in You

In appreciation for your dedication to serving our organization in times of high patient volumes and staffing shortages, the health system is adding more enhancements for PTO to those announced in September 2021.

This is a summary of the new PTO program for 2022 for benefits-eligible employees in Great Bend. These enhancements affect most Great Bend employees:

- CRNAs are on a separate benefits program.

These enhancements for Great Bend employees will be effective on December 19, 2021.

Resources for more information:

- **Benefits Connection portal:** visit kansashealthsystembenefits.com
- **24/7, [Paid Time off page](#)** (network access required)
- **HR Support Center:** (913) 945-6500 or AskHR@kumc.edu

Higher PTO accrual

To support employees with time to relax and rejuvenate, more paid time off is being provided. New accrual rates are reflected in the chart below.

- 92% of Great Bend employees (including all hourly staff) will accrue more PTO per pay period beginning December 19, 2021
 - No one will earn less PTO
 - Employees hired before December 19, 2021 will be moved into the next highest accrual level, i.e., to the level “1 and less than 5” years.

- Holidays will be separate from and in addition to the PTO bank effective December 19, 2021
 - Employees will not need to use PTO hours for Christmas Day 2021
 - 8 days (64 hours) will be provided for holidays, on top of PTO, in 2022
 - PTO accrual will appear lower on paychecks in 2022 (because holidays will no longer be included in PTO accrual)
 - Holidays will run 11-11p.m. (vs. midnight-midnight)
- See the full PTO chart on the Benefits Connection portal, kansashealthsystembenefits.com. On the top menu: 2022 Benefits > PTO Chart.

Years of service*	PTO accrual rate per pay period** <i>(beginning 12/19/21)</i>
Less than 1	5.23 hours
1 and less than 5	6.15 hours
5 and less than 10	7.68 hours
10 and less than 15	8.63 hours
15 or more	9.11 hours

**Part-time employees of at least 0.5 FTE are eligible for PTO credit on a prorated basis*

***Because hours for holiday time will be in addition to PTO, accrual rates will appear lower but reflect a net increase.*

Higher PTO bank maximum

In recognition of the difficulty for many staff taking PTO due to the pandemic and related factors, the PTO bank is being increased to 300 hours effective December 19, 2021. This is a net increase for Great Bend employees since holidays will be separate from and in addition to PTO starting with Christmas Day 2021.

Employees who have 250 or more hours in their PTO bank on the transition date (12/19/21) will receive an automatic cash-out of the amount over 250 hours at 100% credit. Employees do not need to do anything for this to happen. The payout of PTO overage will be on January 7, 2022.

PTO sellback program

In 2022 Great Bend employees will be eligible to participate in the health system's PTO sellback program.

- Opportunities to sell PTO are typically offered in May and November (the executive team of the health system may adjust this process at any time based on business dynamics).
- Employees may **sell back up to 80 hours of PTO annually** provided they have at least 40 hours in their PTO bank after the sellback.
- Payout is typically at 90% credit.