



ADDED Enhancements to PTO

Key Facts for Kansas City Employees

November 2021

Investing in you – with even more PTO enhancements

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 of the Kansas City division.

These enhancements affect most Kansas City employees:

- CRNAs are on a separate PTO program.
- This will not apply to employees with 15 or more years of service who are in the grandfathered PTO program; the health system evaluates local and national market data to enhance PTO benefits and the benefit for service levels for this group is above market.
- Enhancements for employees in Great Bend vary slightly and a separate fact sheet is available.

These enhancements for Kansas City employees will be effective on December 26, 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.

- Eligible full-time and part-time employees with at least 0.5 FTE receive paid time off to use for vacations, time to rest and rejuvenate, personal days and sick days.
- Part-time employees receive a pro-rated PTO credit.
- New hires will receive 24 hours front-loaded (based on FTE) at the time of hire.
- Holidays are in addition to PTO hours and are separate from the PTO bank.
- 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** (beginning 12/26/21)
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

**Kansas City employees hired on or before Dec. 31, 2014 – see new accrual chart on 24/7

Higher permanent PTO bank maximum

Since 2020, temporary extensions of 40 hours have been provided to the PTO bank maximum. The latest extension is set to expire 12/25/21. In recognition of the difficulty for many staff taking PTO due to the pandemic and related factors, the PTO bank max is being increased permanently to **300 hours** for all employees effective December 26, 2021. The transition will be immediate; employees will not lose any PTO in their banks.

Increased PTO sellback

The health system is doubling the amount of PTO an employee may sell annually.

- Employees may **sell back up to 80 hours of PTO annually** provided they have at least 40 hours in their PTO bank after the sell-back.
- The next sellback period begins Monday, November 8 and ends at 5 p.m. on Monday, November 22, 2021.
- Payout will be at 90% credit.
- Payouts will be on the direct deposit issued for the December 10 pay date.
- Instructions will be sent directly to eligible employees.

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.