

TAKE CARE OF → YOU

PTO Sell-back: May 2023

Frequently Asked Questions

The health system offers generous paid time off (PTO) in addition to eight paid holidays to support staff in taking care of themselves. (Employees eligible for PTO work 0.5 FTE or more.) To provide flexibility, employees may sell PTO, an opportunity that is generally offered two times each year. Below are common questions asked about selling back PTO and answers from the HR team.

Q Who is eligible to participate in the PTO sell-back program?

A Employees are eligible if they meet both criteria as of May 1, 2023:

- 80 hours or more in their PTO bank; and
- Completed 6 months of service with the health system

Q When is the sell-back period?

A Key dates for the spring 2023 sell-back period:

- Monday, May 1 – the sell-back period begins
- Monday, May 22 – the deadline to submit requests is 5 p.m. CST
- Friday, June 2 – pay date for hours sold; amounts will appear in direct deposit slips

Q How much PTO can I sell?

A You may sell from 1 to 40 hours.

- You must have at least 40 hours remaining in your PTO bank after the sell-back.
- The payout will be at 90% of your hourly rate of pay and taxed appropriately.
- Any hours sold back are deducted from your PTO balance.

Q Will I be able to participate in the fall PTO sell-back if I participate in the spring sell-back?

A Yes, you can participate in both the spring and fall PTO sell-back programs each year, presuming you meet the criteria during both sell-back periods.

- The maximum sell-back amount is 40 hours for the spring and an additional 40 hours for the fall, for a total of 80 hours as the maximum that may be sold back annually.
- Opportunities to sell PTO are typically offered in May and November (leadership may modify this process at any time based on business needs).

Q What should I consider if I'm thinking about selling PTO back to the health system?

When you use your PTO, you receive 100% of your hourly rate of pay. When you sell PTO hours, the payout is at a reduced rate of pay, in compliance with IRS regulations. For the spring 2023 sell-back, the rate will be 90% of your hourly rate of pay.

Any hours you sell will be deducted from your PTO bank. Taking time off is essential for your health and overall well-being. You deserve time away from work to rejuvenate and participate in other life activities.

Q How do I request a sell-back?

A Requesting PTO sell-back is done through Kronos and is as easy as requesting time off in Kronos. Eligible employees will receive an email with step-by-step instructions in an attached tip sheet to help them with requesting the sell-back.

Q Why can't I see the sell-back option in Kronos?

A If you have less than 80 hours in your PTO bank at the time you log into Kronos to complete the sell-back request, you are not eligible to sell back PTO hours.

Q I received the eligibility email so why can't I see the sell-back option in Kronos?

A On May 1, the first day of the sell-back period, you had the minimum number of PTO hours available. If you used PTO after that date and your balance fell below 80 hours at the time you are requesting the sell-back, you are no longer eligible.

Q I'm eligible for the PTO sell-back but I'm also scheduled to use PTO later in May.

A You can still participate in the sell-back if you have at least 80 hours of PTO in your bank on the date you log into Kronos to request the sell-back (May 1-22). If your PTO balance drops below 40 hours after the combination of the sellback and PTO use, the sellback hours will be reduced to keep your balance from dropping below 40 hours (employees must have at least 40 hours remaining after the sell-back).

Q When will I receive my PTO sell-back funds?

A Payment for hours sold back will be direct-deposited on Friday, June 2, 2023.

Q How is my sell-back payment taxed?

A Payments are taxed at the supplemental rate of 22% federal withholding and 5% state withholding, unless you have tax withholding elections in place that are greater than these amounts.

Q How can I check my PTO balance?

A PTO is a time-based calculation so for the most accurate and current balance, use Kronos, the timekeeping software. Instructions to find your PTO balance in Kronos are located here: [Kronos Tip Sheet: View PTO Accruals](#).

Q Who should I contact with questions?

A The HR Support Center at AskHR@kumc.edu or 913-945-6500.