

Paid Time Off Benefits

Paid time off (PTO) is a benefit provided by Marshfield Clinic Health System to eligible employees. The details surrounding PTO are governed by the Paid Time Off Policy.

Some important aspects summarized from the Paid Time Off Policy include:

- Only unused earned PTO as defined in the policy will be paid out upon applicable transfer or termination of employment. Employment cannot be extended with the use of PTO.
- Hourly employees earn PTO hours each pay period based on counted hours during the pay period. Earned hours are awarded on a per-pay-period basis and can be used in as little as quarter hour increments as soon as reflected in your Workday balance.
- Salaried employees who are advanced PTO hours at the beginning of the calendar year or at the time of hire or transfer use PTO in 4- or

8-hour increments. PTO is not earned until the employee has actually worked the required number of days in the calendar year. Employees who are salaried and end employment or eligibility for the benefit, will be required to reimburse overused hours, and Marshfield Clinic Health System may deduct the reimbursement from the employee's pay check(s).

- All PTO requests, planned or unplanned, must be approved by the employee's manager.
- Employees are responsible for keeping sufficient hours in their PTO account for unexpected time off.

Paid Holidays are treated as a separate benefit.

Salaried (paid biweekly) Benefit Status

Group	Completed years of service	Annual hours (Prorated for less than 1.0 FTE status and partial years)
Group II	< 10	168
	10 - 24	208
	25+	248
Group IA	< 5	168
	5 - 24	208
	25+	248
Group Administration & Executive Administration	< 3	168
	3 - 15	208
	16 - 24	248
	25+	288

Hourly Groups

Group	Completed years of service	Paid time off accrual rate per counted hour	Annual maximum accrual hours* (based on 2080 paid hours)	Maximum balance allowed*
Group III Hourly	0 - 1	.0385	80	368
	1 - 4	.0615	128	368
	5 - 14	.0808	168	368
	15 - 24	.1000	208	368
	25+	.1192	248	368
Group IIH Hourly	< 10	.0808	168	368
	10 - 24	.1000	208	368
	25+	.1192	248	368
Baylor	7/70 schedule (all years of service)	.0202	42	164
	Weekender < 10 years 24/32/36 schedules	.0385	72	204
	Weekender 10+ years 24/32/36 schedules	.0481	90	260

* Paid time off will commence accruing again either 1) at the beginning of the pay period of a new anniversary/hire period if paid time off accrual stopped as a result of reaching 2080 paid hours or 2) once an employee has used paid time off hours and their balance falls below the maximum balance allowed.

