

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 from the Paid Time Off policy are summarized below:

- Hourly employees earn PTO each pay period based on eligible worked hours during the pay period. Earned hours are awarded on a per pay period basis and can be used in quarter hour increments as soon as reflected in your Workday balance.
- Salaried employees earn PTO each pay period based on FTE. Earned hours are awarded on a per pay period basis and can be used in half or full day increments as soon as reflected in your Workday balance.
- All PTO requests, planned or unplanned, must be approved by the employee's manager.
- Employees are responsible for keeping sufficient hours in their PTO bank for unexpected time off.
- Only unused, earned PTO as defined in the [policy](#) is paid out upon applicable transfer or termination of employment.
- Employment cannot be extended with the use of PTO.

Paid Holidays are a separate benefit.

Salaried Groups

Group	Completed years of service	Accrual per hour	Annual accrual limit	Maximum balance allowed
Group II	< 10	0.0808	168	368
	10 – 24	0.1000	208	368
	25+	0.1192	248	368
Group Administration & Executive Administration	< 3	0.0808	168	368
	3 – 15	0.1000	208	368
	16 – 24	0.1192	248	368
	25+	0.1385	288	368
Group IA	< 5	0.0808	168	368
	5 – 24	0.1000	208	368
	25+	0.1192	248	368



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Hourly Groups

Group	Completed years of service	Accrual per 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	.0577	108	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.



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