

b. Effective the first full pay period in January 2023, PTO will accrue according

to the following schedule:

Years of Service	Accrual Rate Per Hour worked	Maximum Earnings Per Pay Period*	Maximum Accrued Hours Per Year**	Maximum PTO Balance
Less than 3 years	0.096125 hour	7.69 hours	200 hours	300 hours
3 to less than 5 years	0.10775 hour	8.62 hours	224 hours	336 hours
5- less than 10 years	0.115375 hour	9.23 hours	240 hours	360 hours
10 to less than 15 years	0.126875 hour	10.15 hours	264 hours	396 hours
15 or more years	0.134625 hour	10.77 hours	280 hours	420 hours

\*Maximum PTO cap is the maximum amount of PTO hours that a Nurse can accrue in their PTO accrual account. Once the Nurse has reached the Maximum PTO accrual cap, the Nurse will stop accruing PTO until their PTO accrual balance is below the maximum accrual cap amount.

\*\*PART-TIME: PTO days shown above are for full-time Nurses. Part-Time Nurses PTO days would be less if hours worked are less than full-time.

c. Any Nurse with hours over their new PTO maximum balance limits as a result of the January 2023 change in PTO accruals, will have all hours above that limit, plus an additional twenty-four (24) hours cashed out so that the Nurse can begin accruing PTO immediately.

d. All references to years of service or continuous years of service within this and other provisions of this Agreement shall be measured as provided in Article XI, Seniority, and with any additional adjustments required by Article VI-B, Change in Category Status.

### 3. Payment of PTO Taken During Employment

For each hour of PTO taken, the Nurse will be paid her/his base rate of pay. Shift differential will also be paid in accordance with Article VII – Compensation.

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4. **Maximum Accrual**

It is the intent of the parties for PTO to be taken periodically for rest and relaxation. For this reason, a Nurse's maximum PTO accrual shall be capped as set forth above. A Nurse may cash out up to 80 hours per year as long as such Nurse has a minimum of 80 hours in his or her PTO bank at the time of the cash out election period. The cash out election must be made at the end of the prior calendar year. There will be no further cashouts after the 2024 cashout elected during the 2023 open enrollment.

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**How to Figure PTO Accrual**

PTO is accrued on "Total Hours Worked" and PTO used. Please note that PTO is only paid on up to 80 hours per pay period (see maximum earning per pay period on above grid). Anything you work beyond 80 hours does not accrue additional PTO.

Please see the paystubs below. The total hours worked is in the box at the bottom of the pay stub "Total Hours Worked". These are the hours that are considered worked. If you took any PTO be sure to add it to that total hours worked.

This Nurse had 67.59 hours of work and she did not take any PTO but if she did, she would need to add it to the total hours worked. She has been here over 15 years so looking at the graph above she should accrue at 0.134625 per hour.

$67.59 \text{ hours} \times .134625 = 9.10 \text{ hours of accrued PTO.}$

This nurse ended the previous pay period with a PTO total in the "Leave Balances" of 437.67 hours + 9.10 accrual for this pay period is a balance of 446.77. Her end PTO on this pay stub is \$445.28. So, there is a discrepancy between the  $446.77 - 445.28 = 1.49$  hours. We have seen these discrepancies on a number pay stubs, so the Nurse should place a ticket with AskHR system for a correction to this discrepancy.

Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
SJH CHS 401K Catchup	606.52	6,500.00	Suppl_Life_EE	41.94	1,061.67	SJH 401A Discretionary	479.72	13,263.85
Medical_PreTax	86.12	2,239.12	Dues SNA SRMH CA	30.00	780.00	SJH CHS 401K CU Match	59.97	427.10
Vision_PreTax	6.38	165.88	Dep_Life_Spouse_ATax	26.22	681.72	SJH CHS 401K Match	0.00	1,230.90
Dental_PreTax	3.24	84.24	STD_ATax	25.33	643.25			
SJH CHS 401K	0.00	20,500.00	Prkg ATax	17.54	456.04			
			Suppl_ADD_ATax	4.80	121.44			
			Accident_Ins_ATax	4.47	116.22			
			Suppl_Life_EE_Adj	0.00	2.74			
			STD_ATax_Adj	0.00	1.46			
			Suppl_ADD_ATax_Adj	0.00	0.32			
<b>Total</b>	<b>702.26</b>	<b>29,489.24</b>	<b>Total</b>	<b>150.30</b>	<b>3,864.86</b>	<b>Total</b>	<b>539.69</b>	<b>14,921.85</b>

#1  
Pay Period

LEAVE BALANCES			NON-CASH DEDUCTIONS			SUMMARY		
Description	Balance hrs.		Description	Current	YTD		Current	YTD
PTO	437.67					Gross Earnings	5,996.50	165,798.42
CA Supp Sick	32.00					Non Payroll Payments	0.00	0.00
CA Supp Sick Alt	8.00					Total Deductions	852.56	33,354.10
						Non Cash Deductions	0.00	0.00
						Total Taxes	1,374.02	46,151.19
<b>Total</b>	<b>477.67</b>		<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>Total</b>	<b>3,769.92</b>	<b>86,293.13</b>

NET PAY DISTRIBUTION					TOTAL HOURS WORKED	
Payment Reference	Account Type	Account Number	Amount			
2674194025	SAVINGS	7241	200.00			
2674194112	CHECKING	XXXXXX2835	3,569.92			48.68

PRE-TAX DEDUCTIONS			POST-TAX DEDUCTIONS			EMPLOYER PAID RETIREMENT BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
SJH CHS 401K	925.28	925.28	Dues SNA SRMH CA	50.00	50.00	SJH CHS 401K Match	231.32	231.32
			Prkg ATax	17.54	17.54			
<b>Total</b>	<b>925.28</b>	<b>925.28</b>	<b>Total</b>	<b>67.54</b>	<b>67.54</b>	<b>Total</b>	<b>231.32</b>	<b>231.32</b>

#2  
Pay Period

LEAVE BALANCES			NON-CASH DEDUCTIONS			SUMMARY		
Description	Balance hrs.		Description	Current	YTD		Current	YTD
PTO	445.28		NonCash Gift Taxable GU	25.00	25.00	Gross Earnings	7,750.43	7,750.43
						Non Payroll Payments	0.00	0.00
						Total Deductions	992.82	992.82
						Non Cash Deductions	25.00	25.00
						Total Taxes	2,391.95	2,391.95
<b>Total</b>	<b>445.28</b>		<b>Total</b>	<b>25.00</b>	<b>25.00</b>	<b>Total</b>	<b>4,340.66</b>	<b>4,340.66</b>

NET PAY DISTRIBUTION					TOTAL HOURS WORKED	
Payment Reference	Account Type	Account Number	Amount			
2919288115	SAVINGS	7241	200.00			
2919288148	CHECKING	XXXXXX2835	4,140.66			67.59