

# PTO BUY BACK PROGRAM



## **PENN HIGHLANDS HEALTHCARE OFFERS AN OPPORTUNITY FOR CURRENT EMPLOYEES TO "BUY" BACK THEIR PTO.**

The **PTO Buy Back Program** is an incentive for Penn Highlands Healthcare employees. Employees have the opportunity to receive money in lieu of accrued PTO.

### **How It Works:**

**1. Be continuously employed at PHH for a year.**

- a. You must be employed at PHH for a minimum of 12 months to participate in this incentive.

**2. Accrue PTO.**

- a. You must have a minimum of 90 hours of PTO accrued.
- b. A minimum of 10 hours must be requested to "buy" back. A maximum of 80 hours is allowed to be requested.
- c. You must leave a minimum of 80 hours in your PTO bank.

**3. Complete the "PTO Buy Back Program - Request Form."**

- a. This form can be found on the Intranet, Infor, or requested through Benefits.

**4. Submit the form to Benefits.**

- a. This form must be completed no later than Thursday in the week prior to payroll.

**5. Receive Your Payment!**

- a. These payments are made the same date as payroll.

FOR QUESTIONS OR CONCERNS, PLEASE CONTACT THE BENEFITS DEPARTMENT AT [BENEFITS@PHHEALTHCARE.ORG](mailto:BENEFITS@PHHEALTHCARE.ORG).

[www.phhealthcare.org](http://www.phhealthcare.org)