



2012 Paid Time Off Programs

You must use your Paid Time Off hours for sick days, vacation time, holidays, and other personal time off from work. You must obtain approval in advance from your supervisor before using your PTO hours.

Banner Health automatically provides this coverage for eligible employees. No enrollment is required.

Who is eligible – You are eligible for Paid Time Off if you are scheduled to work 32 hours or more per pay period and are classified as a regular full-time or part-time employee.

PTO benefits are accrued in hours based on working a maximum of 80 hours per pay period. No PTO credit is earned for hours worked in excess of 80 hours per pay period. For those who work less than 80 hours per pay period, the earned hours will be prorated based on actual hours worked.

PTO Donation – In certain circumstances, you may be able to donate PTO time to another employee in need. Contact your local Human Resources office for more details.

PTO ACCRUAL RATE

YEARS OF SERVICE	PTO EARNED PER HOUR* (IN HOURS)	MAX PTO EARNED PER PAY PERIOD (IN HOURS)	PTO EARNED PER YEAR	PTO MAXIMUM BALANCE (IN HOURS)
0 < 3 years	.0885	7.08	184 hours/23 days	230
3 < 7 years	.1039	8.31	216 hours/27 days	270
7 < 10 years	.1193	9.54	248 hours/31 days	310
10 + years	.1347	10.77	280 hours/35 days	350

*Assumes you work full time – 2,080 hours in a calendar year. An employee will not accumulate PTO hours that exceed the maximum balance. Employees hired prior to 2009 can access allowed Maximum Balances in the Paid Time Off Benefit Summary.

2012 Disability Plan

The disability plan protects your income if you cannot work due to an illness or injury. **Banner Health automatically provides this coverage for eligible employees and pays the full cost of coverage.**

Who is eligible – You are eligible for disability coverage if you are scheduled to work 32 hours or more per pay period and are classified as a regular full-time or part-time employee.

When coverage begins – Provided you are actively at work, your Short Term Disability and Long Term Disability coverage begins the first day following one year of continuous active status in an eligible employment classification.

Short Term Disability

The Short Term Disability Plan provides benefits at the time disability is incurred for lost work time for up to 182 days in a calendar year. Benefits begin after seven consecutive calendar days away from your job for non-occupational illness or injury.

Your Short Term Disability benefits will provide you with pay at 60% of your pre-disability base rate of pay (does not include other compensation such as overtime and shift differentials).

If you use Short Term Disability benefits, any Paid Time Off you have available must be used to pay yourself your weekly base pay during the seven consecutive calendar days of the waiting period. Once you begin receiving Short Term Disability you must supplement your benefit with payment from your Paid Time Off balance so that the combination of your disability benefits and payments of your Paid Time Off hours approximates, but does not exceed, your pre-disability weekly base pay.

If you are an employee in a facility located in a state that mandates State Disability benefits, you will first receive your State Disability benefit.

If you're injured on the job, you must report a work related illness or injury to your manager and complete an accident injury report form online through the Employee Website (intranet). If you are unable to return to work due to a work related injury, contact ABSENT8 (1-888-227-3688) to start your FML claim.

In the event you leave Banner Health, there are no disability conversion privileges.

Long Term Disability

The Long Term Disability Plan provides 60% of your base earnings. The benefit is reduced by certain offsets such as primary Social Security benefits and Workers' Compensation payments. If you are on an approved disability such as Short Term Disability or Workers' Compensation, benefits may begin at the end of 182 days plus and applicable Paid Time off Days.

ABSENT8

To access Short and Long Term Disability, or for assistance with Family Medical Leave or Workers' Compensation matters, call 1-888-ABSENT8 (1-888-227-3688). The staff at ABSENT8 will help you understand your benefits and guide you through any paperwork that may be required. After you contact ABSENT8, your next call should be to your manager or supervisor.