

Paid Time Off (PTO) Carryover Provision
Updated Dec. 2011
(Does not apply to Banner Medical Group-Colorado Employees)

Employees with hire dates prior to 2009 will be subject to a maximum annual PTO carryover provision equal to their current maximum PTO Balance minus 45 hours. The maximum carryover provision will be reduced by an additional 45 hours each year until the PTO maximum based on your years of service is reached.

The maximum PTO balance is applied to each pay period, so you may never have more PTO in your bank than the applicable maximum balance. If at any point in the year you reach your maximum PTO balance, you will stop accruing PTO until your balance is reduced.

Years of Service	PTO Maximum Carry-over Hours for Existing Employees Reduction Schedule (applies to employees hired prior to 2009 only)				
	2011	2012	2013	2014	2015
0 < 3	278	233	230	230	230
3 < 7	358	313	270	270	270
7 < 10	438	393	348	310	310
10 +	518	473	428	383	350

On the first paycheck of each year, your bank will be reset as needed to bring you down to the new maximums, which decrease by 45 hours each year until you reach the PTO maximum based on your years of service. That means that by the end of each December you want to have used your PTO down to the new maximum for the next year.