



Team Member End of Year Comp & Benefits Frequently Asked Questions (FAQs)

QUESTION

As a non-exempt (hourly) team member, how many PTO hours can I accrue before I stop accruing PTO?

ANSWER

240 hours

QUESTION

As an exempt (salary) team member, when will my annual PTO hours be front-loaded?

ANSWER

On or around January 1st of each year.

QUESTION

As an exempt (salary) team member may I carry over any hours into the next calendar year?

ANSWER

Any unused hours from one calendar year will not be carried over into the subsequent calendar year. The unused hours are forfeited unless in the event special work demands prevent an employee from taking all available PTO hours, a request can be made to carry over no more than 5 days into the next calendar year. To be effective, the approval must be in writing.

QUESTION

As an exempt (salary) team member who achieves an anniversary partway through the calendar year, when will my PTO reflect the change?

ANSWER

Team members will be granted their front-loaded hours based on their years of service as of January 1st.

QUESTION

As an exempt (salary) team member, what happens to unused hours?

ANSWER

Unused hours are zeroed out and team members are front loaded their new annual PTO hours.



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QUESTION

Can I buy back my PTO hours?

ANSWER

During the 2019 Buy-Back program it was communicated that it would be the last year the program was being offered.

QUESTION

Is Vibrant Pay still active?

ANSWER

Yes, see schedule below.

Payday	Vibrant Pay Approved Schedule
11/20/2020	\$0.25
12/4/2020	\$0.25
12/18/2020	\$0.25
12/31/2020 (Holiday Payroll)	\$0.25
1/15/2021	Merit Increases will go into effect

QUESTION

If I work on an upcoming observed Sun Health holiday, how will I be paid?

ANSWER

- Sun Health has three observed holidays in the months of November through January: Thanksgiving Day, Christmas Day and New Year's Day. If you work during a holiday, you will be compensated at a rate of time and a half.
- Holiday pay is scheduled to begin at 10:00pm the night prior and end at 9:59 pm the day of the observed holiday. Non-essential team members and team members who work in departments that are closed on holidays will need to use available accrued PTO hours to offset the reduced schedule. It is management's discretion in determining essential and non-essential staff for the purposes of holiday scheduling.



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QUESTION

I am an exempt team member who wants to request PTO in early January 2021. Am I able to submit PTO for 2021 without technically having that PTO yet loaded for 2021?

ANSWER

Team members can request hours immediately, for end of December/beginning of January, once the hours are uploaded on or around January 1, 2021. The requests must be submitted and approved before the processing of the corresponding payroll. Any requests submitted prior to 12/30/2020 will count against the current PTO balance. Team members are not permitted to have a negative PTO balance this year in exchange for 2021 PTO hours.

POLICIES TO REFERENCE:

<https://employees.sunhealth.org/policiesandprocedures/>

<https://employees.sunhealth.org/benefits/holiday-pay/>

<https://employees.sunhealth.org/benefits/paid-time-off/>