

PTO - Plan A Company 400, 410, 500, 600, 710

|  |  |
| --- | --- |
| **Program** | **Details** |
| **Program Design** | * Combined Personal Leave and Holiday program (accrued bi-weekly)
* Separate Extended Illness leave time-off (accrued bi-weekly)
* Employee-paid short-term disability
 |
| **Vacation/Personal Leave (PL)** |
| **Number of Days** | * 29-39 days for full time employees, based on years of service, includes 11 legal holidays (part time employee accrual prorated based on hours worked)
* Accrued biweekly
* 6-month waiting period for new hires
 |
| **Carryover** | * Maximum of 500 hours
 |
| **Annual Cash-out** | * Election made December 1-21 and paid June of the year following election (12 month waiting period) with maximum of:
	+ 80 hours (if you have up to 10 years of service) or
	+ 120 hours (if you have 10 or more years of service)
 |
| **Separation Payout** | 100% of accrued or unused PL paid out upon separation from Jackson Health (if employed by Jackson Health for at least six months) |
| **Holidays** |
| **Number of Days** | * 11 Legal Holidays Recognized
* Included in Personal Leave
* Eligible for carryover, annual cash-out and payout upon separation
 |
| **Short-term Disability/ Extended Illness** |
| **Short-Term Disability (STD)** | * Voluntary, employee-paid benefit
* Benefit equals 60% of weekly pay up to a maximum of $425 (Option I) or $700 (Option II)

 |
| **Extended Illness (EI) Accruals and Payout** | * Accrual of 6 days per year; hours roll over annually with no cap
* Accrued or unused EI paid out upon separation on a prorated basis (if you have at least 10 years of service)
 |