

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

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| **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) |