ONA Initial Proposal 10/20/26. The Union reserves the right to add, remove, delete, withdraw or otherwise modify this proposal at any time during these negotiations.

ARTICLE __ – PAID TIME OFF

A. The Paid Time Off ("PTO") program encompasses time taken in connection with vacation, illness, personal business, and holidays. Except for unexpected illness or emergencies, PTO should be scheduled in advance.

B-1. Accrual. Regular Professionals with a full-time equivalent (FTE) status of at least 0.5, will accrue PTO as follows:

Years of Service	Accrual per Hour Worked*	Accrual per Year**	Maximum Hours
Less than 3 years	0.1154 hours	240 hours	360 hours
3 to less than 5 years	0.1231 hours	256 hours	384 hours
5 to less than 10 years	0.1346 hours	280 hours	420 hours
10 to less than 15 years	0.1423 hours	296 hours	630 hours
15 or more years	0.1500 hours	312 hours	468 hours

Accrual will cease when a professional has unused PTO accrual equal to one and one-half (1½) times the applicable annual accrual set forth above, which is not prorated for professionals whose FTE status is less than 1.0.

B. **Definition of a Paid Hour.** A paid hour under B above will include only hours directly compensated by the Medical Center, usage of PTO hours, ; and will exclude overtime hours, unworked standby hours, or hours paid in lieu of notice of termination.

C. **Pay.** PTO pay will be at the professional's straight-time hourly rate of pay, including regularly scheduled shift, certification, clinical ladder, and other

differentials provided under this agreement, at the time of use. PTO pay is paid on regular paydays after the PTO is used.

D. Scheduling and Usage.

1. In scheduling PTO, the Medical Center will provide a method for each eligible professional to submit requests for specific PTO. All PTO time off requests must be submitted according to the applicable department policy/procedure and be approved by the supervisor prior to commencement. PTO shall be granted on a first come, first served basis with seniority as a tiebreaker on a rotating basis if multiple employees request the same date.

2. Time away requests should be made as much in advance as possible and approved in a timely manner. The professional will receive an approval or denial of the request within two weeks of submitting the request for requests, if feasible per department operational needs. If PTO hours should be recorded in the appropriate increments that match the professional's regular work schedule and time taken. If the reason for the time away request falls under a federal, state or municipal sick leave law, notice/approval process requirements may vary, and at all times, will conform with applicable law. Nothing in this section shall be construed to require a professional to wait two weeks before approval of the requests. Once PTO has been approved, it cannot be rescinded and they cannot require the professional to find substitute coverage.

3. Professionals are required to use accrued PTO for planned and unplanned time off unless federal, state and/or local laws allow them the choice on whether they want to use their PTO or go unpaid. Notwithstanding the foregoing, professionals who are unable to work due to a non-weather related department or Medical Center closure

will have the option to use PTO or take the time as unpaid to fulfill their FTE.

4. In the event that a professional needs time off for major life events and the Medical Center is not able to approve the request for PTO, the professional may seek shift swaps (provided the leader approves and the swap does not result in overtime for either professional). Further, the professional's leader may, in their discretion, increase the number of professionals allowed off, based on the leader's assessment of the department's operational needs.

5. In the event a professional has concerns about a perceived pattern of denial of PTO or a specific situation involving denial of their PTO request, the professional is encouraged to discuss their concern(s) with their leader.

6. Due to the Medical Center's operational needs, professionals may be asked but not required to postpone their scheduled PTO days.

7. For single day PTO requests, the professional may request, at the time of submission, that the schedule be adjusted to avoid the use of PTO. The Medical Center will make a good faith effort to adjust the professional's schedule so that the professional is not required to use PTO. Salaried employees may flex their time pursuant to Article __, Section __ if operationally feasible to avoid use of PTO.

8. Once PTO has been approved, the Medical Center will not require a professional to replace themself on the schedule. Once a vacation request has been approved, it can only be changed by mutual agreement between the Medical Center and the professional. Vacation requests shall not be converted to requests for unpaid time off absent Medical Center approval,

and professionals are expected to have enough accrued PTO available at the point the PTO is to be used.

9. The professionals on a unit or department may develop an alternative method of PTO scheduling, such as “prime time” scheduling. Any alternative method will only be adopted following first manager approval and then a majority vote of the staff professionals on the unit or department.

E. **PTO Cash Out at Separation.** Accrued PTO will be cashed out at the time of the professional’s separation.

F. **Pre-elected PTO Cashout.** If a professional has a PTO balance greater than 100 hours, they may request a cash payout of the portion of accrued PTO that exceeds 100 hours during the month of May and/or the month of November. Pre-elected cashouts will be paid in the next pay period following the month of election. Up to two pre-elected cash payouts may be issued each calendar year so long as the payouts do not reduce a professional’s PTO balance to less than 100 hours. If the professional has over 100 PTO hours, but their pre-elected amount would leave a balance less than 100, the cash out will be reduced appropriately to leave 100 hours in the professional’s bank.

G. **Hardship PTO Cashout.** In cases of financial hardship, professionals may request a hardship cash PTO payout. The professional must attest to a bona fide financial hardship, provide the dollar amount of the financial hardship and documentation supporting both the need for a hardship cash out. Losing PTO hours due to reaching the PTO accrual limit is not a bona fide financial hardship.

H. **PTO in Connection with Short-Term Disability, Workers’ Compensation & Paid Parental or Medical Leave.** PTO can be used to cover the waiting periods for both short-term disability and workers’ compensation leaves. PTO can also be used to supplement short-term disability, workers’ compensation benefits or

Paid Parental Leave to 100% of regular pay for the life of the claim or until PTO is exhausted, but no longer than six (6) months from the first date of disability. PTO shall accrue at a rate proportionate to earnings on Short-Term Disability, Workers' Compensation & Paid Parental or Medical Leave.

I. **Holiday PTO.** Professionals that are not scheduled to work on a recognized holiday shall not be required to use PTO to cover the holiday and elect to use unpaid leave.