

PTO - Plan B Company 300

Program	Details
Program Design	<ul style="list-style-type: none"> • Separate Personal Leave and Holiday program • Employer-paid short-term disability
Vacation/Personal Leave (PL)	
Number of Days	<ul style="list-style-type: none"> • 18-28 days for full time employees based on years of service, not including 11 legal holidays (part time employee accrual prorated) • Front-loaded allotment • No waiting period
Carryover	<ul style="list-style-type: none"> • No carryover
Annual Cash-out	<ul style="list-style-type: none"> • Automatic PL cash-out annually in October with maximum of: <ul style="list-style-type: none"> ○ 80 hours (if you have less than 10 years of service) or ○ 120 hours (if you have 10 or more years of service)
Separation Payout	Pro-rated payout (based on number of complete pay periods) upon separation from JHS, up to 80 hours (less than 10 years of service) and up to 120 hours (10 or more years of service)
Holidays	
Number of Days	<ul style="list-style-type: none"> • 11 Legal Holidays Recognized • Not eligible for payout upon separation/No annual cash-out or carryover after September
Short-term Disability	
Short-Term Disability (STD)	<ul style="list-style-type: none"> • Automatic, employer-paid benefit (current voluntary short-term disability premiums will be discontinued resulting in bi-weekly savings to employee) • Benefit equals 60% of weekly pay up to a maximum of \$1,000 with a buy up option. • Eligible to receive Short Term Disability benefit payments following 6 working days

Make Time, Take Time

- **Be sure to plan your vacation.** Employees who plan their vacation each year tend to take longer vacations (a week or more at a time). By comparison, workers who don't plan their vacations take significantly fewer days off at a time (zero to three).
- **Vacation planning = happiness.** Research shows that vacation planners typically are “very” or “extremely” happy with their relationships, health and well-being, and job.

Source: The State of American Vacation 2017; www.projecttimeoff.com

That's why Jackson Health wants you to...

Make time...For your family, your friends, and what matters to you.

Take time... No, really – take the time! Your life outside of work is calling.