



Time Away From Work

Program A: For Supervisors, Coordinators and All Other Positions



Your Time Away From Work

We believe quality of life is important for our colleagues and that it is vital for our physical, mental and spiritual health to take scheduled time away from work. Taking care of ourselves by taking time off — whether to reconnect with people we care about, re-energize or recover — makes us better able to care for our patients and helps support our patient-safety initiatives.

The time away from work program includes paid time off (PTO), holidays, short-term disability and long-term disability. Your management level determines your specific PTO and disability benefits. You can locate your management level under “Job Details” in Workday. Based on your management level, you will participate in Program A.

Program	Management levels:
A	- Supervisor
	- Coordinator
	- All other positions ¹

Holidays

Holidays are separate from PTO and are pro-rated based on full-time equivalent (FTE) status. All colleagues in benefit-eligible roles will be eligible for six core holidays plus one floating holiday, as follows.

- NEWYEAR'S DAY
- MEMORIAL DAY
- INDEPENDENCE DAY
- LABOR DAY
- THANKSGIVING DAY
- CHRISTMAS DAY
- FLOATING DAY



¹ Excluding Program B management levels, physicians and residents.

Paid Time Off

All colleagues who are eligible for benefits are PTO eligible, unless otherwise required by law.

You will accrue (or earn) PTO based on your years of service and hours paid (up to a maximum of 80 hours per pay period). The table below illustrates the number of hours you will accrue based on years of service and hours paid (pro-rated based on FTE). This PTO can be used for vacation, personal and sick days.

Service Level		PTO (in 8-hour days)	Accrual Rate (per hour)	Per Pay Period Maximum Accrual (in hours) ²	Annual Accrual Maximum (in hours) ³	Bank Maximum at Any Time (in hours) ³
Years	Months					
Less Than 1 Year	Less Than 12 Months	18 days	0.069231	5.538	144	216
1-4 Years	12-59 Months	21 days	0.080769	6.462	168	252
5-9 Years	60-119 Months	24 days	0.092308	7.385	192	288
10-14 Years	120-179 Months	27 days	0.103846	8.308	216	324
15+ Years	180+ Months	30 days	0.115385	9.231	240	360

² Based on up to 80 paid hours.

³ Based on 1.0 FTE or 40 budgeted hours per week.

Several important policies apply to Program A PTO benefits, including:

- PTO bank limit.** You cannot exceed a maximum PTO bank of 1.5 times the amount you will accrue for the year. Accrual rates and bank maximums are shown in the table above. If the maximum PTO amount is reached during the year, you will stop earning PTO until you use some of your existing PTO bank. One of the goals of this policy is to ensure you take time off to take care of yourself throughout the year.
- Year-end PTO cash-out option.** Each year, you will have the opportunity to elect a PTO cash-out of up to 80 hours of accrued PTO, provided you maintain a bank minimum of 40 hours. Cash-out elections are made during open enrollment and are irrevocable. You may only cash out hours accrued during the same calendar year as the cash-out, due to IRS rules. More information will be available in the open enrollment materials.
- PTO donation program.** Consistent with our Mission, Vision and Values, we want to allow our colleagues to extend compassion and healing to each other, just as we do within our communities. You will be able to donate PTO to other colleagues in the same time away from work program for medical emergencies (as defined by the IRS). Please refer to your Ministry PTO policy for specific details.

Disability Coverage

Disability insurance pays a benefit for a period of time if you are unable to work because of a qualified injury or illness.

- **Short-term disability** is generally used when you are faced with a need for short-term care due to an illness or disability. Under Program A, your employer-paid, short-term disability provides up to six months of income protection. A seven-day elimination period must first be covered by PTO, or taken as unpaid time off if PTO is unavailable. After that, you receive 60 percent of your base pay.
- **Long-term disability** is generally used when you are faced with prolonged care due to an illness or disability that extends beyond your short-term disability coverage. Employer-paid, long-term disability is available up to the Social Security Normal Retirement Age. You receive 60 percent of your base pay, up to \$10,000 per month.

Note: State disability benefits may also apply, when applicable.

Short-Term Disability	
Elimination Period	Seven days
Benefit Duration	Up to six months
Income Replacement	60% of base pay

Long-Term Disability	
Elimination Period	Six months
Benefit Duration	Social Security Normal Retirement Age
Income Replacement	60% of base pay — up to \$10,000 per month



The information provided in this summary is designed to assist you with understanding Trinity Health's absence program. It is only an overview and is not intended to be a comprehensive description of the benefit plans and programs available to you. It does not constitute a contract and is not meant to interpret, extend or change any plan or program provisions in any way. The summary plan descriptions and official plan and program documents describe the plans and programs in more detail, and you should refer to these documents for answers to your specific questions regarding the plans and programs, including what services are covered by a plan. If there is a discrepancy between printed materials, the official plan and program documents will prevail. Trinity Health retains the right to make changes to or terminate its benefit plans and programs at any time, including making changes to comply with and exercise its options under the Affordable Care Act and other applicable laws.

To view the summary plan descriptions and certificates of coverage, visit your benefits website. For any plan or program in which you participate, you also have the right to request a full printed copy of the summary plan description or certificate of coverage and other official plan or program documents. There will be no charge for the printed copies.