

Paid Time Off (PTO) Sell

What is PTO Sell?

PTO Sell offers Ebenezer full-time and part-time non-contract employees another option to use PTO hours earned each year. After one year of service, during Open Enrollment only, you can designate anywhere from 1 to 20 hours of your future PTO to convert to a lump sum cash payment each quarter of the following year.

Do I have to participate in PTO Sell?

No. You can choose to waive participation in PTO Sell. If you choose this option, the PTO hours you earn will accrue in your PTO bank and will be available to use as time off or to carry over to the next plan year (up to plan maximums).

If I choose to participate in the PTO Sell program, what are my options?

After one year of service, you will be eligible to sell up to 80 of your *next year's accrued PPL hours* (up to 20 hours each quarter). You will need to elect to participate in this program during Open Enrollment each year. If you elect to participate, the enrollment decision is irrevocable for that election year. The hours you elect to sell will be paid out to you in a lump sum on the second pay date of the last month of each quarter in the year following the year in which you elected the benefit. PTO Sell payments are included as a lump sum payment on your regular paycheck and will be subject to taxation at the supplemental rate.

Any PTO hours that you do not sell will accrue as traditional PTO in your PTO bank and will be available to use as time off or to carry over to the next plan year, up to allowed maximums.

Example: If during Open Enrollment you elect 20 PTO Sell hours each quarter for 2023 (provided you accrue PTO hours in 2023 and have hours of PTO available in your bank), you will receive a lump sum payment of up to 20 PTO hours on your second paycheck in March, June, September, and December 2023. Those hours will be subtracted from your PTO bank.

If I choose to participate in PTO Sell, will I earn more or less PPL?

You will earn the same amount of PTO at the same rate as you do today. PTO Sell hours are not extra PTO. If you choose to participate in PTO Sell, the hours you have chosen to sell will be deducted from your PTO bank when they are paid out in the following year.

My PTO bank is at or near the maximum. Does this affect PTO Sell?

No. Electing PTO Sell is a good way to reduce your bank in order to avoid hitting the maximum.

****Note:** You will stop accruing PTO when your total PTO balance reaches its maximum amount.

- Your PTO balance will not start accruing again until you take time off, thus decreasing your PTO balance below your maximum amount.
- Since PTO Sell pays out from PTO hours that have been accrued, if you have fewer hours in your PTO bank than you have elected to sell, you will receive only the hours you have available.

Example: Your current PTO Balance is 270 hours (plan maximum is 280 hours). During Open Enrollment in 2022 you elected to sell 20 hours of PTO each quarter. The 20 hours of PTO will not be deducted from your balance until March 2023 (end of the first quarter). You will stop accruing PTO when your balance reaches 280 hours (the maximum). PTO accrual can begin again once your balance drops below the maximum – the first accrual will be on the following pay period.

What should I consider when choosing to designate hours as PTO Sell?

- Do you usually accrue more hours of PTO than you can use during the year? Are you someone who doesn't take a lot of vacation and are in danger of maxing out your PTO bank? You may want to consider PTO Sell, which will convert an elected amount of future PTO accrual hours to cash. You will elect PTO Sell during Open Enrollment each year.
- Are you looking for additional cash during the year? If so, consider enrolling in PTO Sell which will convert PTO hours to cash which you can use to fund the things that are most important to you at this point in your life.
- Are you saving PTO hours to cover time away from work this year and next year for vacation, illness, family emergencies, or other reasons? If so, consider waiving participation in PTO Sell.

Non-Exempt (hourly) Employees

Years of Service	PT rate	FT rate	Annual Max	Total Max 2025
0-4	0.0703	0.0937	192	280
4-8 years	0.0849	0.1132	232	280
8-14 years	0.0995	0.1327	272	280
14 years+	0.1142	0.1522	312	280

Exempt (Salaried) Employees

Years of Service	PT rate	FT rate	Annual Max	Total Max 2025
0-1 year	0.0703	0.0937	192	280
1-4 years	0.0849	0.1132	232	280
4-14 years	0.0995	0.1327	272	280
14 years +	0.1142	0.1522	312	280

Senior Managers

Years of Service	PT rate	FT rate	Annual Max	Total Max 2025
0-14 years	0.0995	0.1327	272	280
14 years +	0.1142	0.1522	312	280

To check your current PTO balance, login the Lawson HR Self-Service site, located at <https://lawson.fairview.org>. When you are on your homepage, click on the arrow next to Employee Self-Service, then click the arrow next to Personal Information. Then select Time Off Balances.