

**Purpose:** To provide an option for Ebenezer non-contract part-time employees who do not have access to Open Enrollment to sell unused accrued PTO hours.

**Eligibility:** Ebenezer full-time and part-time employees are eligible to sell up to 20 hours of their *next year's accrued PTO* in each of the four quarters of that year.

**Guidelines:** The option to sell PTO is available to Ebenezer full-time and part-time non-contract employees once per calendar year. You will need to elect to participate in this program annually each year; once the PTO Sell election is made, the enrollment decision will be considered irrevocable for that election year. If you elect to participate, the hours you elect to convert to sell will be paid out to you in a lump sum in the last month of each quarter (March, June, Sept, Dec) following the year in which you elected the benefit.

- Benefit eligible employees (Benefit eligibility begins at 48 hours per pay period) must elect to sell during Open Enrollment using the My Fairview Benefits website.
- **Non-benefit eligible employees must make their election in the current year by submitting this form to payroll by November 30<sup>th</sup>.**

This form must be submitted to Ebenezer payroll at [debenpayroll@fairview.org](mailto:debenpayroll@fairview.org) no later than November 30<sup>th</sup> to be accepted.

**Employee to complete below:**

Today's Date:	
Name:	
Employee #:	
Quarter 1 - # of PTO hours (1-20)	
Quarter 2 - # of PTO hours (1-20)	
Quarter 3 - # of PTO hours (1-20)	
Quarter 4 - # of PTO hours (1-20)	

*I understand that the PTO Sell election I am making will deduct the number of hours I have indicated above from my accrued PTO bank in each corresponding quarter of the year following the date I have made this election. This election is irrevocable and, once made, cannot be changed. If I do not have enough accrued PTO available to satisfy my PTO Sell election amount at the time of the payments, I will receive a payment based on the number of accrued PTO hours available to me at the time of payment.*

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Employee Signature