

Texas Health Employee Benefits

Director Paid Time Off (PTO) FAQs

Q: Why is my PTO program changing?

A: Each year, we look closely at our benefit offerings, our budget and feedback from employees. We also look at what benefits other employers have. Our goal each year is to provide the right benefits to attract and retain employees while being good stewards of our resources as a nonprofit health system. For 2024, the decision was made to move Directors and Above to the Senior Leader Time Off guidelines, allowing you the freedom to manage the time off you need to take while managing your work responsibilities without having to manage a PTO bank. Executives moved to this in 2021.

Q: Can I see the Senior Leader Time Off guidelines?

A: Yes, a copy of the Senior Leader Time Off guidelines can be viewed [here](#).

Q: How am I supposed to take time off in 2024 without having PTO accruals or a PTO bank?

A: You'll inform your direct manager of your request to take time off, ensure coverage for your team and/or responsibilities, then take the time off. You won't need to manage your PTO hours in the HR/Payroll system, and you'll be paid your full salary for the time you are away, just like if you were at work.

Q: Am I expected to not take time off now?

A: Texas Health fully supports and encourages all employees, including you, to take time away to rest and recharge, to stay home and care for yourself or a family member when someone isn't feeling well, to enjoy holidays with loved ones, and generally enjoy life to the fullest. You just won't need to track PTO hours or manage a PTO bank in 2024.

Q: What happens to the hours I have in my PTO bank?

A: We'll pay out 100% of the hours in your PTO bank Jan. 19, 2024.

Q: When will my PTO hours be paid out?

A: Your PTO bank will be paid out to you on Jan. 19, 2024. You will be paid at your hourly rate of pay that is in effect as of the pay period beginning Dec. 31, 2023.

Q: Will my PTO payout be 401(k) eligible?

A: Yes, your PTO payout will be eligible for 401(k) contributions.

Q: Are there any benefits I'm not eligible for now that I won't accrue PTO next year?

A: You will not be eligible to elect PTO Conversion, Sell or Donate, or enroll in Short-Term Disability.

Q: What happens if I need to go out on a leave of absence?

A: You'll follow the standard procedures for taking a Leave of Absence, ensure coverage for your team and/or responsibilities, then take the time off needed once your leave is approved. You'll be paid your full salary for the time you are away on approved FMLA, ADA, or approved personal leaves just like if you were at work. This change alleviates the need to purchase short-term disability. With this pay practice, if you are away from work for your own medical condition, you will receive your full salary, not just the 60% of your salary you would have received if you were enrolled in the Short-Term Disability benefit.

Q: When will I stop accruing PTO?

A: The last pay period in which you'll accrue PTO and in which you'll enter PTO hours for timekeeping for time away from work is Dec. 17-Dec. 30.

- If you take time away from work before or during this pay period, please follow your usual process to enter PTO.

For the pay period beginning Dec. 31, any time off you take will fall under Senior Leader Time Off Guidelines and PTO hours will no longer need to be entered into the system.

Q: Will I get a pay increase with my PTO accrual going away?

A: There will be no changes to your pay based on this change. You will no longer have to pay for a Short-Term Disability benefit and will be paid your full salary if you go on a leave of absence. You'll also receive the full value of your PTO bank at your rate of pay at the time of the payout.

Q: If I was enrolled in PTO Conversion, will I receive a bonus to help pay for 2024 benefits?

A: No, but you will get the full value of your PTO bank paid out to you at the beginning of 2024. You may consider saving those funds to help offset the cost of benefits.

Q: If I have an EIB balance, what happens to those hours?

A: Your EIB bank will still be available.

Q: Can I donate hours to Helping Hands before the payout?

A: Yes! To donate PTO hours to Helping Hands, visit MyTHR.org. Click on the **Benefits** tile, then **My PTO Balance** on the left to get started. Hours must be sold before Dec. 1, 2023.