



UNLIMITED PTO

Financial, Technical and
Emotional Considerations
for Implementation

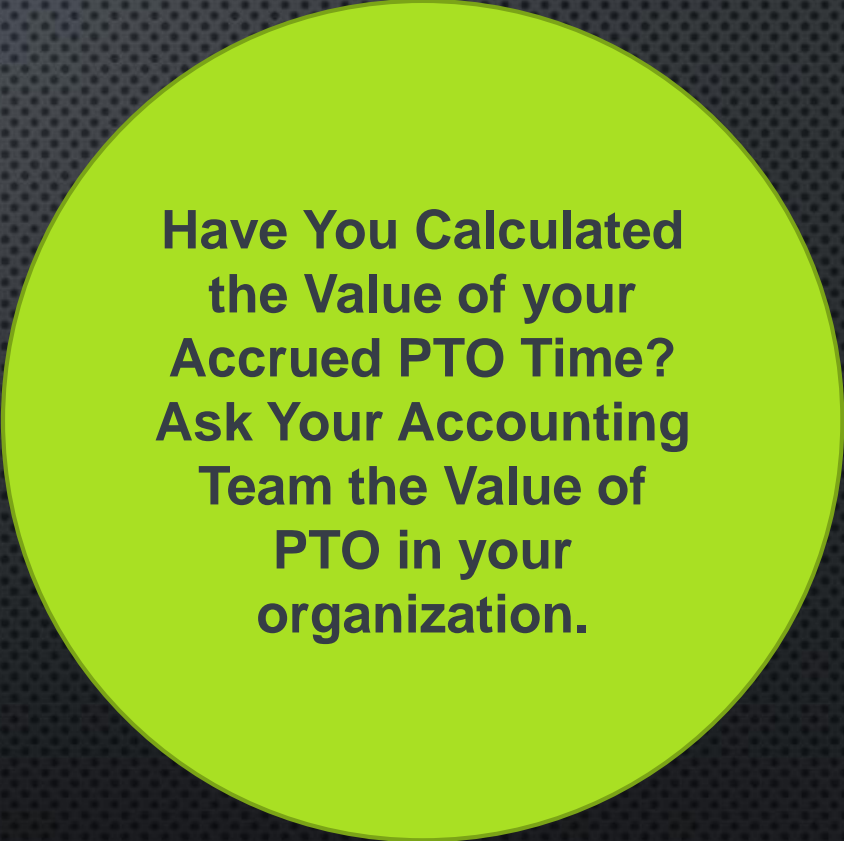
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CH2M

WHY UNLIMITED PTO?

- **ELIMINATE FINANCIAL ACCRUAL FOR THE VALUE OF PTO TIME!**
- EMPLOYER OF CHOICE
- TREAT PEOPLE LIKE ADULTS
- WORK/LIFE BALANCE
- REWARD HIGH PERFORMERS




**Have You Calculated
the Value of your
Accrued PTO Time?
Ask Your Accounting
Team the Value of
PTO in your
organization.**

PAYROLL CONSIDERATIONS

- TRACKING AND RUNOUT OF EXISTING BALANCES
- SPECIAL LOCAL/STATE SICK TIME PROGRAMS
- SYSTEM PROGRAMMING ISSUES
- PTO HOURS ARE CONSIDERED HOURS WORKED UNDER ACA
- ONCE VACATION/PTO TIME IS **EARNED**, IT CAN'T BE FORFEITED IN MOST STATES

COORDINATION WITH STD / LTD

- REVIEWED SHORT-TERM DISABILITY BENEFIT POLICY
 - DOCUMENTED COORDINATION OF PTO WITH STD/LTD
 - PAID VS. UNPAID FMLA CONSIDERATIONS
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- A person is shown from the chest up, holding a white marker and writing the word 'Policy' in large, bold, white letters on a dark grey whiteboard. The word 'Policy' is the central focus. Surrounding it are several other words written in a smaller, white, cursive font: 'management' and 'plan' are at the top left; 'business' is at the top right; 'goal' is to the right of 'Policy'; 'strategy' is at the bottom left; 'idea' is at the bottom center; 'achievement' is at the bottom right; 'mission' is at the bottom left; and 'inspiration' is at the bottom center. The person's hand is visible, holding the marker and pointing towards the word 'Policy'.
- LESS THAN 1 YEAR OF SERVICE
 - MATERNITY LEAVE CONSIDERATIONS
 - DISABILITY VS. BABY BONDING
 - THE “OTHER” PARENT

STD POLICY

LENGTH OF SERVICE	TIME PAID AT 100% (Over rolling 24-month period)	TIME PAID AT 60% (PTO cannot be used to top-up to 100% pay)	LTD WAITING PERIOD
Up To and Through 12 Years of Service	12 Weeks	14 Weeks	26 Weeks
13 Years	13 Weeks	13 Weeks	
14 Years	14 Weeks	12 Weeks	
15 Years	15 Weeks	11 Weeks	
16 Years	16 Weeks	10 Weeks	

LTD CONSIDERATIONS

- DEVELOP STD POLICY TO BRIDGE GAP TO LTD
- IS EMPLOYMENT CONTINUED AT LTD ELIGIBILITY DATE?
- WHAT IF NO LTD IS AVAILABLE?
- REVIEW ADA / LTD POLICIES TO PREVENT FRAUD AND ABUSE

TOO LITTLE TIME OFF



- WATCH FOR UNDER-UTILIZATION!!
- **RECOMMENDATION:** SET MINIMUM PTO USAGE ANNUALLY

LESSONS LEARNED - EMPLOYER

- SIGNIFICANT FINANCIAL SAVINGS
- EASE OF ADMINISTRATION FROM PAYROLL PERSPECTIVE
- A CHALLENGE TO CHANGE THIS PROCESS
- WHAT YOU THINK IS POSITIVE CAN BE VIEWED AS A NEGATIVE
- POTENTIAL FOR ABUSE
- COACH MANAGERS TO MANAGE
- CONSIDER YOUR PROGRAM NAME

QUESTIONS

