

Temporary paid sick-time bank and PTO changes due to response to COVID-19 demands FAQs

Who is eligible for the temporary COVID-19 paid sick-time bank?

All non-temporary PeaceHealth caregivers and clinicians on standard PTO will receive a one-time allotment of hours in a COVID-19 paid sick-time bank:

- 80 hours: 0.5 FTE and above
- 24 hours: Below 0.5 FTE

For more information, please see policy 5319.1.102 on [Crossroads](#)>MyTools>Policies>All Document Search.

*Executives and clinicians not on standard PTO are **not eligible** for the COVID-19 paid sick-time bank.*

What can the temporary COVID-19 paid sick-time bank be used for?

The COVID-19 paid sick-time bank can be used for the following types of absences. Caregivers who are:

- Subject to a quarantine or isolation order by a healthcare provider.
- Advised by a healthcare provider to self-quarantine.
- Experiencing COVID-19 symptoms and seeking diagnosis.

The COVID-19 paid sick-time bank is NOT to be used for caregivers furloughed by Employee Health due to a confirmed COVID-19 exposure at PeaceHealth. Please continue to follow the Employee Health process and time codes.

This bank of hours is temporary and will not be cashed out if you leave employment with PeaceHealth. Additionally, at the end of the COVID-19 crisis, any remaining unused hours will be zeroed out.

How do caregivers account for the COVID-19 paid sick-time bank on their timecards?

Managers will code absences in My Time utilizing the new time off code "COVID-19 Time Off". The COVID-19 paid sick-time hours will be available for use starting this pay period (March 15-28) and will be visible in My Time on Friday, March 27.

How can I get support if I am sick for a longer period than my sick-time bank hours?

Caregivers may continue to use other available time off banks (e.g. PTO) for longer absences.

Can caregivers cash out their PTO hours?

PeaceHealth has expanded eligibility for PTO cash out due to financial hardship. This now includes expenses for *unexpected significant reduction in household income* due to emergency or extraordinary circumstance that severely impacts your ability to provide for your family.

Cashing out your PTO due to financial hardship:

- Is limited to once every 30 days.
- May not reduce PTO balance below 80 hours.
- Only applies to the PTO hours (does not include COVID-19 bank, EIB, etc.)

What is the process for cashing out PTO?

To request a PTO cash-out, please fill out the [Financial Hardship Request for PTO Cash Out](#) form located on [Crossroads](#)>My HR>Pay & Time Off>Pay and Time Off Resources>PTO Resources and Forms. Once completed, please submit the form to the HR Service Center. The form includes additional details and instructions. An unexpected significant reduction in household income is defined at the caregiver's discretion (e.g. significant other's loss of income, etc.). No additional documentation is needed.

Who can I contact with questions?

Contact the HR Service Center at 855-333-MyHR (6947) or go to My HR on Crossroads and click on AskHR.