



FAMILY CITY USA

Hybrid PTO 2.0

OPT-IN
PROGRAM



NEVER FORGET

JOINING THE NEW PTO PROGRAM IS

100%

OPTIONAL

VERSION 1.0 **vs** VERSION 2.0

VERSION 1.0 - 2022

- ✓ Max PTO Carry Over - 320 Hours
- ✓ Max STML Balance - 680 hours
- ✓ All employees required to change
- ✓ RHS contributions end for all employees
- ✓ Must use 80 hours of PTO before STML
- ✓ STML was front loaded in January - 46.5 hours

VERSION 2.0 - 2023

- ✓ Max PTO Carry Over - 336 Hours
- ✓ Max STML Balance - Unlimited
- ✓ Opt-In • Join during open enrollment
- ✓ RHS contributions continue for opt-out employees
- ✓ Must use 40 hours of PTO before STML
- ✓ STML accrues each pay period - 1.79 per pay period

PAID TIME OFF

01

PTO hours are used for all time off – vacation, scheduled, emergency, sick time, etc.*

02

Max carryover for PTO is 336 hours regardless of years of service

03

PTO accrual rates are tiered based on years of service



*Unless approved for STML

\$ PTO Cash-Out \$

Must have at least 240 hours of PTO to cash out

40 - 80 hours can be cashed out annually

Must have at least 200 hours left after cash-out

Annual Cash-Out will be in 4th Quarter of the Year

You choose the cash-out method:
401(k) • 457 • Roth IRA • HSA
• Cold Hard Cash •

Cash-Out Value is 50% of Employee's Hourly Rate

Please Note: Cash-outs are subject to applicable payroll taxes but do not count as compensation in URS

Important Dates & Conditions

2023 OPT-IN DEADLINE

MAY 31

Program starts July 1, 2023

MUST BE BELOW

336 HOUR MAX

BEFORE THE LAST FULL PAY
PERIOD IN DECEMBER

PTO CASH-OUT WINDOW

OCT. 1-31

Money hits pre-Thanksgiving

**ONCE YOU JOIN THE
HYBRID PTO 2.0 PROGRAM
THERE IS NO GOING BACK TO
THE TRADITIONAL PROGRAM**

After 2023, employees on the traditional program will have an annual opportunity to opt-in during open enrollment

Short-Term Medical Leave (STML)

- **Accrues at the rate of 1.79 hours per pay period**
- **No limit to carryover amount**
- **Must use 40 hours of PTO before STML kicks in**
- **In the case of a second STML event in a year, only 20 hours of PTO must be used**

STML protects against loss of wages in the event of extended illness or injury to you or a family member.

- **STML will be used concurrently for FMLA qualifying events**
- **HR will give approval for STML & an application will be on the portal**
- **HR will assist employees in the STML/FMLA process**

Traditional Leave Program - Traditional Employees						
YOS	Vacation Biweekly Accrual	Annual Accrual	Vacation Maximum Carryover	Sick Biweekly Accrual	Sick Annual Accrual	Sick Leave Maximum Carryover
0-5	4.61	120	240	3.69	96	unlimited
6-10	5.53	144	288			
11+	6.46	168	336			

More information available at walter.orem.org

Hybrid PTO Program - Traditional Employees							
YOS	PTO Biweekly Accrual	Annual Accrual	PTO Maximum Carryover	STML Annual Increase	STML Biweekly Accrual	STML Maximum Carryover	Maximum Annual PTO Cashout (1/2 Hourly Rate)
0-5	6.51	169.26	336	46.54	1.79	Unlimited	80
6-10	7.43	193.18	336	46.54	1.79		
11+	8.36	217.36	336	46.54	1.79		

HR is here for you!

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