Full-time and part-time, non-bargaining employees are eligible for the PTO Purchase Program.

With the Paid Time-Off (PTO) Purchase Program, you can purchase up to 40 hours of additional PTO per calendar year, in 4-hour increments. Part-time employees can purchase a prorated amount of PTO based on their average hours worked during the year.

All purchased PTO must be used by the end of the calendar year. It does not roll over to the following year.

Purchasing PTO: What Does It Cost Me?
When you purchase PTO, the cost is calculated by converting your salary into an hourly rate, which is then multiplied by the number of hours you purchase. The cost of purchased time off is deducted on a before-tax basis from your paycheck and is spread out over the pay periods in the year.

How Do I Purchase Time?
For 2016, a special open enrollment for purchased PTO will occur during the first quarter. In the future, to purchase time, you must make an election during the annual benefits open enrollment period in the fall.

What Else You Need to Know about Purchasing PTO
Since purchased PTO does not roll over to the following year, any unused purchased PTO must be refunded through a taxable payroll credit or will be forfeited at the end of the year. Employees must elect to receive a refund for any unused vacation prior to Dec. 1 of the current year. If you leave the company, including retirement, and you have any unused purchased PTO, you will receive a taxable refund in your final pay for the unused hours. Also, the remaining cost for any used purchased PTO hours will be deducted from your final pay.

An Example:
Meet Doug...

Salary is $75,000
Purchases 40 hours of paid time off.

$75,000 / 2,080 hours = $36 per hour

$36 x 40 hours = $1,440
Biweekly pre-tax deduction = $55

This example assumes a 26 bi-weekly pay schedule.
Dollar amounts have been rounded for illustrative purposes.

Maximizing Your PTO
Purchased PTO must be used after your deferred PTO, annual PTO allocation, and any banked/frozen vacation are exhausted. To maximize your time-off benefits, you should use your time off in the following order:
1. Deferred PTO
2. Annual PTO
3. Banked/frozen vacation, if applicable
4. Purchased PTO