

# Paid Time Off Benefits

Paid time off (PTO) is a benefit provided by Marshfield Clinic Health System to eligible employees. The details surrounding PTO are governed by the Paid Time Off Policy.

## Some important aspects from the Paid Time Off policy are summarized below:

- Hourly employees earn PTO each pay period based on eligible worked hours during the pay period. Earned hours are awarded on a per pay period basis and can be used in quarter hour increments as soon as reflected in your Workday balance.
- Salaried employees earn PTO each pay period based on FTE. Earned hours are awarded on a per pay period basis and can be used in half or full day increments as soon as reflected in your Workday balance.
- All PTO requests, planned or unplanned, must be approved by the employee's manager.
- Employees are responsible for keeping sufficient hours in their PTO bank for unexpected time off.
- Only unused, earned PTO as defined in the [policy](#) is paid out upon applicable transfer or termination of employment.
- Employment cannot be extended with the use of PTO.

Paid Holidays are a separate benefit.

## Salaried Groups

Group	Completed years of service	Accrual per hour	Annual accrual limit	Maximum balance allowed
Group II	< 10	0.0808	168	368
	10 - 24	0.1000	208	368
	25+	0.1192	248	368
Group Administration & Executive Administration	< 3	0.0808	168	368
	3 - 15	0.1000	208	368
	16 - 24	0.1192	248	368
	25+	0.1385	288	368
Group IA	< 5	0.0808	168	368
	5 - 24	0.1000	208	368
	25+	0.1192	248	368



## Hourly Groups

Group	Completed years of service	Accrual per hour	Annual maximum accrual hours* (based on 2080 paid hours)	Maximum balance allowed*
<b>Group III Hourly</b>	0 - 1	.0385	80	368
	1 - 4	.0615	128	368
	5 - 14	.0808	168	368
	15 - 24	.1000	208	368
	25+	.1192	248	368
<b>Group IIH Hourly</b>	< 10	.0808	168	368
	10 - 24	.1000	208	368
	25+	.1192	248	368
<b>Baylor</b>	7/70 schedule (all years of service)	.0202	42	164
	Weekender < 10 years 24/32/36 schedules	.0385	72	204
	Weekender 10+ years 24/32/36 schedules	.0481	90	260

\* Paid time off will commence accruing again either 1) at the beginning of the pay period of a new anniversary/hire period if paid time off accrual stopped as a result of reaching 2080 paid hours or 2) once an employee has used paid time off hours and their balance falls below the maximum balance allowed.



**Marshfield Clinic  
Health System**