

# Frequently Asked Questions: Leader Time Off - Senior Leader and Director

Banner Health offers a very flexible approach to paid time off. Under the Leader Time Off Program, you do not accrue paid time off (PTO); rather you have the flexibility to take time as you need it.

## DETAILS OF THIS TIME OFF PROGRAM

### What is the advantage of the Leader Time Off program?

This program allows you time off with pay without waiting for hours to accrue in a time off bank and means you will not miss out on hours because you have reached the maximum accrual.

### How will this approach to time off work?

You would coordinate your time off with your Leader, and you will need to enter any time off in the Time and Attendance System using the **Paid Time Off – Exempt** code for Banner to meet reporting requirements.

### How much time off may I take under this program?

As a general guideline, 280 hours (35 days) will be considered an appropriate amount of time off hours per year, including time off for Banner-recognized holidays and any mandatory days off due to facility closures.

### If I don't use 35 days in a calendar year, do they roll over to the next year?

There is no rollover from one calendar year to the next because you are not accruing hours and do not have a bank of hours. Each calendar year your 35-day count begins.

### If I leave Banner Health, am I paid out unused time?

The Leader Time Off Program allows you to take time off as you need it. Because you are not accruing a bank of PTO hours, there is no payout when you leave your employment.

## REQUESTING AND TRACKING

### Are there any limitations as to when my time off can be taken?

Taking time away from work supports well-being. However, patient and business needs must be taken into consideration when requesting and approving time off. Work with your Leader to ensure the request does not negatively impact our ability to provide excellent patient care.

### How does my Leader track Leader Time Off?

Leaders should confirm pay code "Paid Time Off – Exempt" is entered in MyTime for an absence in which Leader Time Off is used. Time will default to Approved Time Off (ATO) hours in MyTime.

Note: **Leader Time Off balance is not tracked in MyTime.** Leaders can run a report to identify how much Leader Time Off has been used. Report directions are included at the end of this document.

## LEADER TIME OFF AND LEAVES OF ABSENCE

### How does Leader Time Off coordinate with Family and Medical Leave (FML) and Short-Term Disability?

If you need a leave for your own medical condition, you must contact Reliance Matrix to determine FML and Short-Term Disability eligibility. Banner automatically supplements your Short-Term Disability (STD) to bring you to 100% of your base pay for a certain number of weeks based on your years of service. This supplement does not count against your Leader Time Off days, per the guideline. Refer to the [Short-Term Disability Plan Document](#). Eligibility for Short-Term Disability begins after 365 of employment.

| Years of Service | Weeks of 100% Pay | Weeks of 60% Pay* |
|------------------|-------------------|-------------------|
| 1<6              | 4 weeks           | 22 weeks          |
| 7<9 years        | 5 weeks           | 21 weeks          |
| 10+ years        | 6 weeks           | 20 weeks          |

\*Weeks at 60% pay are not eligible for additional Leader Time Off supplement

**Maternity STD** is 100% of your pre-disability base pay for six weeks. Any medical condition requiring disability leave beyond the six weeks for maternity at 100% coverage, including cesarean birth, will be covered at the standard 60% Short-Term Disability payment for the remainder of the leave per the schedule above.

### What if I'd like to take time off to bond with my newborn?

Time away for an approved FML claim must be taken using your Leader Time Off. Baby bonding is not a qualifying reason for utilizing state-mandated sick leave hours.

### What if I need a continuous Family and Medical Leave (FML) to care for a family member with a serious health condition? (Excludes: baby bonding or parental leave for newborns)

Contact Matrix|Reliance Standard to determine FML eligibility. You will receive 100% of your base pay per schedule below for an approved FML claim that does not qualify for Short-Term Disability. Family members eligible under the FMLA include child, parent, and spouses.

| Years of Service | Weeks at 100% Pay |
|------------------|-------------------|
| 1<6              | 4 weeks           |
| 7<9              | 5 weeks           |
| 10+              | 6 weeks           |

Example: You have five years of service and have been approved to take six weeks of FML to care for a family member. You would receive four weeks of pay at 100% of your base salary (which does not deduct from your Leader Time Off guideline). You would then use available Sick Time followed by Leader Time Off for the remaining approved FML.

### What if I need an Intermittent Family and Medical Leave (FML)?

Time away for an approved Intermittent FML claim should be taken as Sick Time First, followed by Leader Time Off.

**Note: Colorado Team Members:** Per the Colorado Paid Family and Medical Leave Insurance (FAMLI) program, FAMLI provides benefits to team members beginning January 1, 2024. Refer to the CO FAMLI FAQ on Banner Connect to determine how Short-Term Disability and Leaves of Absence (FML) coordinate based on the CO FAMLI benefits.

### How does my Leader track my time off during an approved leave?

It depends on the type of leave for which you are approved. Reliance Matrix is the administrator for most Banner leaves of absence.

#### Short-Term Disability:

##### APPROVED CLAIM:

- The Benefits BH DISABILITIES Team enters applicable time off for an approved Short-Term Disability claim.

##### PENDING CLAIM:

- Leaders MUST code the timecard if the Short-Term Disability claim remains in a **pending status**. Leaders can use Leader Time Off by entering “Paid Time Off – Exempt” for time away.
- Once the claim is approved the Benefits BH DISABILITIES Team will update the timecard and adjust time accordingly.

#### Continuous Family and Medical Leave (FML) claim for newborn baby bonding/parental:

Your leader tracks time off for an approved FML claim and timecard should be coded in the order below:

- Paid Time Off – Exempt

#### Continuous Family and Medical Leave (FML) claim for a family members serious health condition:

Your leader tracks time off for an approved FML claim and the timecard should be coded in the order below:

- FML Phy-Ldr No STD (based on years of service) UNTIL EXHAUSTED
- Paid Time Off – Exempt (anything outside of year of service, you must use your available Leader Time Off)

#### Intermittent Family and Medical Leave (FML) claim:

Your Leader tracks time off for an approved FML claim and the timecard should be coded in the order below:

- Sick Leave – Exempt Protected (up to 40hrs) IF APPLICABLE
- Paid Time Off – Exempt; you must use available Leader Time Off

#### How does my leader track my absence for a partial day with approved Intermittent FML claim?

If you work any number of days in a week and then are absent for part of a day with an approved Intermittent FML claim, your time should be tracked in MyTime as follows:

- *REG* for hours worked.
- *Sick Leave – Exempt Protected* (up to 40hrs) IF APPLICABLE
- Leader Time Off (*Paid Time Off – Exempt*)

Leader Time Off usage should not exceed recommended allotment per the guidelines listed for years of service.

**Note: Colorado Team Members:** Per the Colorado Paid Family and Medical Leave Insurance (FAMLI) program, FAMLI provides benefits to team members beginning January 1, 2024. Refer to the CO FAMLI FAQ on Banner Connect to determine how Short-Term Disability and Leaves of Absence (FML) coordinate based on the CO FAMLI benefits.

## STATE MANDATED SICK TIME

### How is Sick Time used with Leader Time Off with a Short-Term Disability Claim?

Sick Time is used to supplement Short-Term Disability during the weeks you are eligible for 60% pay.

You will also use available hours in your Sick Bank for yourself (or certain family members) in the following circumstances:

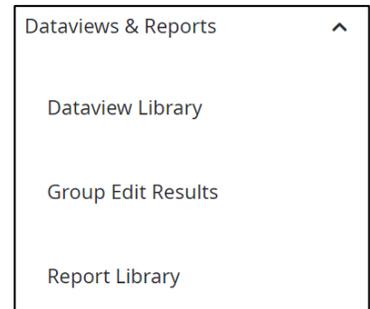
- Medical care or mental or physical illness, injury, or health condition.
  - A public health emergency; and
  - Absence due to domestic violence, sexual violence, abuse, or stalking.
- 
- Unscheduled absences where Sick Time is used for one of these qualifying reasons exempts or protects the absence from being an occurrence under the Banner Attendance Policy, to a maximum of 40 hours per calendar year.
  - Since time in your Sick Bank has been created specifically to comply with the state law, you may not use these hours for other types of time off.
  - To protect an absence, Team Members must notify their leaders as soon as reasonably possible that they are using Sick Time for a qualifying reason. All other absences will be unprotected.
  - The time in your Sick Bank may be used on a minute-by-minute basis.

For guidance on other states with sick leave, refer to state specific policies in the Banner Policy Database.

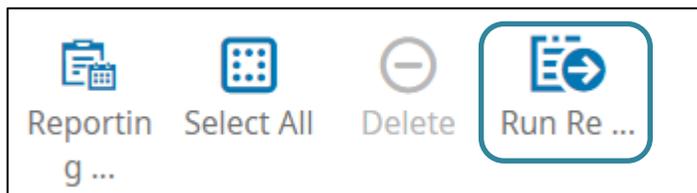
## HOW TO RUN A REPORT ON TIME OFF USAGE

Please note Leader Time Off is coded using pay code Paid Time Off – Exempt, this pay code cascades to ATO in MyTime. The report will show usage of cascading ATO hours.

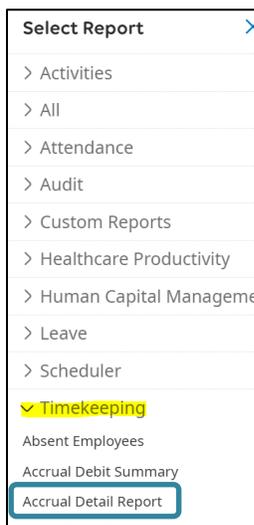
1. Select the **Main Menu** icon  upper left corner of your home page.
2. Select **Dataviews & Reports**
3. Select **Report Library**



1. Select **Run Report**.



2. In the Select Report panel, click on the Accrual Detail Report under Timekeeping and click on the Select button at the bottom.



3. Select the Timeframe, Hyperfind and Output Format, for the report, using the respective dropdowns.

**Accrual Detail Rep...** ✕

Description  
Displays accrual transaction details based on the time period selected.

Timeframe\*  
📅 Today < >

Hyperfind\*  
🏠 All Home

Output Format\*  
PDF

4. Click Run report at the bottom of the panel. Close the panel.
5. The report will appear under the In Progress section of the Report Library.
6. Once the report finishes, it will move to the Completed section of the Report Library.
7. Click anywhere within the Report Name to download the report to your downloads folder. You can also click on Open file to open the report immediately.

▼ **Completed [2]**

|                          |                                     |                                                 |                              |
|--------------------------|-------------------------------------|-------------------------------------------------|------------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <b>Report Name</b> <b>Accrual Debit Summary</b> |                              |
|                          |                                     | Type                                            | Timekeeping                  |
|                          |                                     | Date In                                         | 9/21/2023 2:52 PM            |
|                          |                                     | Date Out                                        | 9/21/2023 2:52 PM            |
|                          |                                     | Running As                                      | Kinsey, Janie [Initial Role] |
|                          |                                     | Output Type                                     | PDF                          |

**Downloads** 📁 🔍 ⋮ 📌

[\\_Report Output\\_AccrualDbtSummary\\_Janie.Kinsey@ban...](#)

[Open file](#)

8. The report will look like this –

Time Period : Current Pay Period Executed on: 9/21/2023 2:52 PM  
 Query : Ad Hoc Printed for: Kinsey, Janie  
 Currency Code : USD

| Employee Name (ID) | Accrual Code Name | Accrual Effective Date | Day         | Debit Amount | Pay Code |
|--------------------|-------------------|------------------------|-------------|--------------|----------|
| ██████████         | ATO               | Sep 25, 2023           | Monday      | 8.00         | ATO      |
| ██████████         | ATO               | Sep 22, 2023           | Friday      | 8.00         | ATO      |
| <b>Total:</b>      |                   | 1                      | Total Debit | 2            |          |

| Employee Name (ID)             | Accrual Code Name | Debit Amount | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--------------------------------|-------------------|--------------|--------|---------|-----------|----------|--------|----------|--------|
| Huddleston, Michelle (1102978) | ATO               | 8.00         | 0      | 0       | 0         | 0        | 1      | 0        | 0      |
|                                | ATO               | 8.00         | 1      | 0       | 0         | 0        | 0      | 0        | 0      |
|                                |                   |              | 1      | 0       | 0         | 0        | 1      | 0        | 0      |

Employees, who are not Totalized :

| Employee Name (ID) |
|--------------------|
| <b>Total:</b>      |
| 0                  |