

Frequently Asked Questions:

Physician Time Off

OVERVIEW

What is Physician Time Off?

Physician Time Off, also referenced as Approved Time Off (ATO), is paid time off for a variety of circumstances, including holidays, personal/vacation time, sick days and leaves of absence. The Physician Time Off plan provides flexibility, allowing you to take personal time off with pay, subject to business needs and scheduling.

Are all Physicians eligible to receive Physician Time Off?

You are eligible for Physician Time Off if you are Full-Time or Part-Time Team Member.

Definitions of part-time and full-time are as follows:

- Part-Time = Total assigned FTE (full-time equivalent) from 0.50 to 0.69 in Workday.
- Full-Time = Total assigned FTE (full-time equivalent) from 0.70 to 1.0 in Workday.

Note: Shift-based physicians (i.e., hospitalists and intensivists) are ineligible to participate in the Physician Time Off plan and will not receive additional compensation for time taken for vacations, holidays, continuing education or other reasons. Shift-based physicians' work time will be scheduled to permit reasonable allowance for time off; the rate of compensation for time worked is calculated to be inclusive of allowances.

TIME OFF GUIDELINES

| <i>Length of Service *</i> | <i>Full-Time Team Member Physician Time Off Guideline</i> | <i>Part-Time Team Member Physician Time Off Guideline</i> |
|----------------------------|---|---|
| <i>0 - <7 Years</i> | <i>224 Hours (28 Days)</i> | <i>112 Hours</i> |
| <i>7 - <10 years</i> | <i>248 Hours (31 Days)</i> | <i>128 Hours</i> |
| <i>10 + Years</i> | <i>280 Hours (35 Days)</i> | <i>144 Hours</i> |

Assumes 8-hour shift.

Guidelines are considered an appropriate amount of time off per year. Physician Time Off is also used for Banner recognized holidays and any other mandatory days off due to entity/facility closures.

*Length of Service is based on the anniversary date reached within the calendar year. For example: A FullTime Team Member who reaches the 7-year anniversary date on June 15, 2024, will have the full 7-year Physician Time Off guideline applied as of Jan. 1, 2024.

Physician Time Off Guideline for New Hires

Physician Time Off guidelines are pro-rated based on the quarter the date hire is reflected in Banner Health’s HR System.

| Date Hired | Full-Time Physician Physician Time Off Guideline | Part-Time Physician Physician Time Off Guideline |
|---------------------------|---|---|
| Q1 (Jan. 1 – Mar. 31) | 224 hours | 112 hours |
| Q2 (Apr. 1 – June 30) | 168 hours | 88 hours |
| Q3 (July 1 – Sept. 30) | 112 hours | 56 hours |
| Q4 (Oct. 1 – Dec. 31) | 56 hours | 32 hours |

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.

If I don’t use all my Physician Time Off days in a calendar year, do they roll over to the next year? Physician Time Off does not roll over.

Is my Physician Time Off balance paid out to me at termination of employment or change to a benefit ineligible status?

Physician Time Off hours are not paid at termination of employment or change to a benefit ineligible status.

Can I use Physician Time Off after notice to end employment is submitted (by either Banner Health or by me)?

Approvals for time off requests provided prior to a resignation notice will be honored absent extenuating circumstances. Time off requests provided after notice to end employment is submitted (by either Banner Health or the physician) are approved at the Leader’s discretion. Leaders are encouraged to consult with Human Resources for guidance.

How does my Leader track Physician Time Off?

Leaders enter pay code “Paid Time Off – Exempt” in MyTime for each shift in which Physician Time Off is used. Leaders enter the appropriate number of hours based on the usual shift length. Time will default to ATO hours in MyTime.

Example: A Team Member is Full-Time (1.0 FTE) and is regularly scheduled to work 10-hour days, four days a week. If the Team Member takes two days off, the Leader enters 10 hours of Paid Time Off - Exempt each day

for a total of 20 hours, this will reflect ATO hour in MyTime.

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

PHYSICIAN TIME OFF AND LEAVES OF ABSENCE

How does Physician 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 Matrix|Reliance Standard 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 Physician 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 Physician 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 Physician 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 Physician Time Off guideline). You would then use two weeks of Physician 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 Physician Time Off.

Note: *Colorado Team Members:* Per the Colorado Paid Family and Medical Leave Insurance (FAMLI) program, FAMLI provides benefits to team members beginning Jan. 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. Matrix|Reliance Standard 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 Physician 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 Physician 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 IF APPLICABLE
 - Physician Time Off (Paid Time Off – Exempt)

Physician 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 Jan. 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 Physician 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.

Under Arizona law, all Team Members, including shift-based physicians (i.e., hospitalists and intensivists), earn paid sick time. Your AZ Sick Bank starts at a zero balance. For each hour you work, you earn 0/.0333 hours in your AZ Sick Bank up to a maximum of 40 hours per year.

Under Colorado law, all Team Members, including shift-based physicians (i.e., hospitalists and intensivists), earn paid sick time. Your CO Sick Bank starts at a zero balance. For each hour you work, you earn 0/.0333 hours in your CO Sick Bank up to a maximum of 48 hours.

Refer to the [AZ Sick FAQ](#) or the [CO Sick FAQ](#) for qualifying circumstances in which you can utilize your sick time.

- 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 or 48 hours per calendar year, under AZ or CO respectively.
- 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.

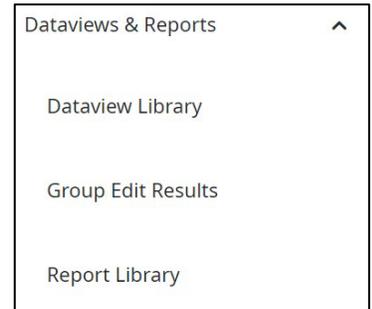
What if I have a situation where I need to request additional time off beyond the Physician Time Off guidelines?

Your leadership may approve additional time beyond the amounts outlined in the guidelines for extenuating circumstances. The approval process for this type of unique situation includes review by the Chair/Division Medical Director/Division Chief and Physician Executive. Speak to your Leader for guidance.

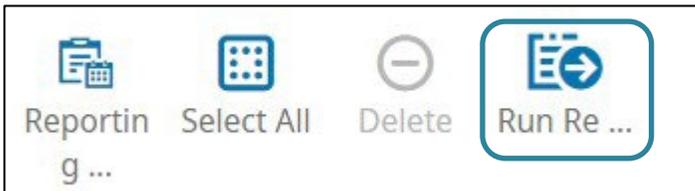
HOW TO RUN A REPORT ON PHYSICIAN TIME OFF USAGE

Please note Physician 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.

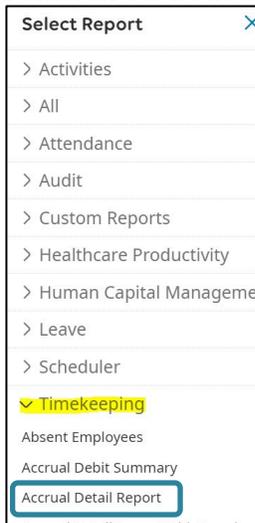
1. Select the **Main Menu** icon  in the upper left corner of your home page.
2. Select **Dataviews & Reports**
3. Select **Report Library**



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]**

Report Name **Accrual Debit Summary**

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

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

| Employee Name (ID) | Accrual Code Name | Debit Amount | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|-------------------------------|-------------------|--------------|--------|---------|-----------|----------|--------|----------|--------|
| Huddleston, Michelle (102978) | 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) |
|--------------------|
| Total: 0 |