



Paid Time Off (PTO) Buy Back program

Summary

Reliant Rehabilitation is offering a PTO buyback program for the 2021 calendar year. Below you will find the participation requirements as well as the process that will need to be followed to initiate your voluntary request. If you work or live in the following states you are not eligible based on your specific state laws and regulations for California, Colorado, Montana, and Nebraska. We are glad to be offering this program but cannot guarantee your maximum requested PTO Buy Back amount will be awarded until we process all participation requests. You will be notified of the exact amount you will receive in the first pay statement for December 2021. For reference, in 2020 all PTO Buy Back requests were approved for the full amount requested.

Requirements to Participate:

- You must be a full-time non-exempt (**hourly**) operations employee or a full-time exempt **Director of Rehabilitation** at the time of pay out with Reliant Rehabilitation.
- You must be in good standing and not placed on leave of absence pending investigation for violation of Company Policy.
- By initiating the request, you agree to forfeit the use of the requested PTO hours effective through the end of the 2021 year.
- If your employment status changes or you resign from the company prior to the payment date, you forfeit your claim to the payment.
- In the event you utilize additional PTO hours following the execution of this document, your PTO hours available for participation in this program may be adjusted accordingly, as necessary, and appropriate.
- No employee is allowed to carry a negative PTO hour balance.
- The maximum number of PTO hours earned, unused and available for participation in this program is eighty (80) PTO hours.
- The maximum number of PTO hours earned, unused and available for roll-over to the following year is forty (40) PTO hours.
- You must have completed your 90-day eligibility period in order to participate in the program.
- The PTO Buy Back program may be subject to change and/or modification as required by state and federal requirements.

Process to Request PTO Buyback hours:

- Your request must be submitted in 8-hour increments.
- Any requested hours will be exchanged at 75% of your hourly rate.
- All requests submitted will be paid on the first December 2021 paycheck, these will be taxed at the supplemental rate.
- All request forms are due back to the Payroll Team inbox (payroll@reliant-rehab.com) or fax (866-266-2031) by December 1, 2021 at the end of business (5pm CST).



To Be Completed by Requesting Employee:

Employee Name: _____

Facility Name: _____

Employee ID: _____

Supervisor: _____

I would like to exchange the following hours of PTO (check appropriate hours requested below):

____ 08 Hours ____ 16 Hours ____ 24 Hours ____ 32 Hours ____ 40 Hours

____ 48 Hours ____ 56 Hours ____ 64 Hours ____ 72 Hours ____ 80 Hours

By signing below, you agree to forfeit the use of the PTO hours from your 2021 PTO balance. Once this form is submitted, the hours will not be available for use. Additionally, you acknowledge and agree to the guidelines to participate in the program.

Employee Signature: _____ Date: _____

Please ensure this form is completed and emailed to the Payroll Team at **payroll@reliant-rehab.com** or by fax (866-266-2031) no later than **December 1, 2021** by the end of the business day. Any forms received after this date will not be considered as eligible for the program during the 2021 year.