

Paid Time Off (PTO) Buy Back program

Summary

Reliant Rehabilitation is offering a PTO buyback program for the 2020 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 able to offer 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 last pay statement for November 2020.

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 2020 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 last November 2020 paycheck, these will be taxed at the supplemental rate.
- All request forms are due back to Payroll Team inbox (payroll@reliant-rehab.com) or fax (866-266-2031) by November 6, 2020 at the end of business (5pm CST).



To Be Completed by Requesting Employee:

Employee Name: _____

Facility Name: _____

Last 4 of SSN: _____ Employee ID: _____

Supervisor: _____

I would like to exchange the following hours of PTO (check appropriate box 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 2020 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 **November 6, 2020** by the end of the business day. Any forms received after this date will not be considered as eligible for the program during the 2020 year.

You will be notified of the exact amount you will receive in the last pay statement for November 2020.