Information for Caregivers

• **Which Cleveland Clinic locations are requiring caregivers to use a portion of PTO?**

  All Cleveland Clinic U.S. locations will participate in this PTO initiative. Cleveland Clinic locations outside the U.S. will implement a similar initiative for time off.

• **Will all caregivers be required to comply by July 31, 2020?**

  In general, all non-bargaining caregivers will be required to comply with this initiative by July 31. This is required for all exempt caregivers (clinical and non-clinical), hourly non-clinical caregivers, and caregivers who are out due to a lack of work.

  However, certain departments will continue to operate to meet essential needs, and there will be circumstances where some hourly clinical caregivers are needed to meet clinical staffing needs. Managers in these areas will advise caregivers on what to do.

  Note: All PTO requests must be approved by your manager.

• **How will I know how much PTO I need to use to comply with this initiative?**

  o **Full-time caregivers:** This amount is 88 hours of PTO. (Although 0.9 FTE is considered “full-time,” the 88 hours requirement was prorated.)
  
  o **Part-time caregivers:** This amount will vary as it is pro-rated based on their full-time equivalency.

  Your manager will receive an estimate of how many PTO hours you have taken through April and how many additional hours you will need to take by the end of July.

• **How did we arrive at 88 hours of PTO to be used per full-time caregiver?**

  In analyzing PTO use year to date, we determined that on average, caregivers using 88 hours of PTO by July 31 would help contain the growth of unused PTO as an incremental cost to the organization. We will continue to monitor PTO and reevaluate usage patterns at the end of July 2020.

• **I have been unable to work due to a lack of work in my department (related to COVID-19), and I continue to receive my regular pay (“REGLOW”). Do I still need to comply?**

  Caregivers using REGLOW will need to start using PTO in lieu of REGLOW until they have exhausted 88 hours of PTO (including the three holidays – New Year’s Day, Memorial Day and Independence Day). Once 88 hours of PTO have been used, REGLOW can resume (as applicable).

  The use of REGLOW will be evaluated on an ongoing basis as clinical activity returns and at which time we may revert to the Lack of Work Policy.

*Updated May 8, 2020*
• **Do Cleveland Clinic holidays count toward my portion of used PTO?**
  
  Yes. Three holidays are recorded during this period: New Year’s Day, Memorial Day and Independence Day.

• **What if my current PTO balance is low?**
  
  Caregivers who currently have a “low” PTO balance may exhaust their PTO, but they will not be expected to go into a negative balance. You will continue to accrue PTO per pay period. If you are concerned about your low PTO balance, please speak with your manager or HR representative.

• **I had to take a personal leave of absence earlier this year and used PTO to supplement my income. Now I have a “negative” PTO balance. Will I need to use additional hours by July 31?**
  
  Caregivers with a negative PTO balance will not be required to take additional time off. You will continue to accrue PTO per pay period to restore your negative balance.

• **Am I limited in how much PTO I can take in 2020?**
  
  You may use more PTO than is required by this compliance initiative if the hours are available and the time off is approved by your manager.

• **What if I am unable to use all of the PTO I accrue in 2020?**
  
  We are evaluating PTO use throughout the year and may make additional changes. At this time, there will be no increase to the maximum rollover amount of 320 hours.

• **If I donated PTO hours to another caregiver in 2020, does this count toward the 88 hours I am required to use by July 31?**
  
  Yes. PTO donated to another caregiver before July 31 will count toward the requirement.

• **I am scheduled to have surgery later this year and I am saving my PTO to use while I am recovering. Do I need to comply with this initiative?**
  
  Please discuss extenuating circumstances with your manager or HR representative.

• **Does this initiative apply to new hires?**
  
  Caregivers who were hired on or after April 1, 2020, are excluded from this initiative.

• **How can I request PTO?**
  
  Caregivers (other than professional staff) can request time off in Kronos for future dates. For additional questions, please contact wfo@ccf.org.
  
  - Hourly Caregivers, click [here](#).
  - Exempt Caregivers, click [here](#).
Where can I view my available PTO and PTO taken this year?

Caregivers (other than professional staff) can review their PTO balance in Workday by clicking “Time Off and Leave” after logging in.