



CORNERSTONE REHAB

<b>Emergency PTO Bank Policy</b>	<b>Cornerstone Rehab (CSR)</b>
<b>Approved: 12/11/2023</b>	<b>Revised: 3.2024</b>

**Effective Date: January 1, 2024**

**Policy Statement**

Cornerstone Rehab (CSR) recognizes that employees may have a personal circumstance that result in a need for additional time off in excess of their available paid time off (PTO). To address this need, all eligible employees will be allowed to bank accrued PTO hours from their unused balance at the end of each calendar year, in accordance with the policy outlined below. This policy is voluntary.

**Eligibility**

Employees must be full time with CSR for a minimum of one year to be eligible to participate in their emergency PTO bank program.

**Guidelines**

**Transferring Unused PTO into the emergency PTO bank**

- Employees can transfer up to 40 unused PTO hours at the end of each calendar year. The total emergency PTO balance will be capped at 80 hours.
- PTO transferred to the emergency bank can be used when the below criteria are met, when regular PTO is exhausted, and upon the approval of the HR department.
- PTO that is held in the emergency bank is not eligible for payout at the time of separation of employment. Employees who would like to use emergency PTO must have a situation that meets the following criteria:

**Medical emergency**, defined as a medical condition of the employee or an immediate family member that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available. An immediate family member is defined as a spouse, child or parent.

**Major disaster**, defined as a disaster declared by the president under §401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act), or as a major disaster or emergency declared by the president pursuant to 5 U.S.C. §6391 for federal government agencies. An employee is considered to be adversely affected by a major disaster if the disaster has caused severe hardship to the employee or to a family member of the employee that requires the employee to be absent from work.

Nothing in this policy will be construed to limit or extend the maximum allowable absence under the Family and Medical Leave Act and runs concurrently with all other applicable leaves.

**Catastrophic PTO Donation form:**

<https://link.zixcentral.com/u/ca4a7d16/dtiDTXeq7hGGPv32IYY8jw?u=https%3A%2F%2Fforms.gle%2FTA4v4ukoKCVyqHspm7>

Approved by:

X

*Peter Maris*

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Peter Maris  
VP of Human Resources

Approved by:

X

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