

# CORONAVIRUS DISEASE 2019 (COVID-19)

## Additional Information re: PTO Temporary Relief Program, Accrued PTO Plans and Pay Dates



**Audience:** HR Leaders (CHROs, HR business partners)

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As announced in a [memo on Dec. 18, 2020](#), Trinity Health is providing special temporary PTO relief for certain eligible colleagues because of the extraordinary COVID-19 pandemic circumstances. This guidance provides additional information about when payouts will occur for colleagues in accrued PTO plans.

**As a reminder, colleagues who are in accrued PTO plans whose PTO bank balance at the end of a pay period is within 15 hours of their bank maximum will automatically be paid 40 hours of accrued, unused PTO time.**

Below are the beginning and end dates for the temporary payout program:

- Dec. 20, 2020 through June 19, 2021 for bi-weekly payroll group A (BWA)
- Dec. 27, 2020 through June 26, 2021 for bi-weekly payroll group B (BWB)

Please also refer to the [PTO Relief Program Schedule](#) for more information.

### When PTO Payouts Will Occur for Colleagues In Accrued PTO Plans

Once a pay period closes, the Central Payroll Team will review PTO balances and process the payout in the following pay period.

Please note that Dec. 20 or Dec. 27 reflects the beginning of the pay period that will be reviewed for the temporary PTO payout program.

Colleagues may receive a payout as early as pay period two (2), dated Jan. 22, 2021 (BWA) or Jan. 29, 2021 (BWB), if their balance is within 15 hours of their bank maximum after pay period one (1).

At the conclusion of the PTO Temporary Relief Program, the last date that colleagues may receive a payout is in pay period 14, dated July 9, 2021 (BWA) or July 16, 2021 (BWB), if they are within 15 hours of their bank maximum after pay period 13.

**Colleagues can view PTO balance by clicking Time Off in [Workday](#).** Please contact the Trinity Health HR Service Center with any questions. Colleagues can chat live with an HR representative or submit a request for assistance within the [HR4U colleague portal](#). Colleagues of Integrated Health Associates (IHA) and Mercy Chicago do not have access to the HR Service Center at this time and should contact their local HR business partners for questions.