

OSF wants you to take time away from work to focus on things that matter - your family, friends, and passions. We know that when you take time for your well-being, you are better prepared to thrive as a Mission Partner.

Paid-Time Off

Accrue PTO each pay period based on hours worked, with no limit on carryover

Highlights:

- A combined PTO bank to cover vacation, holidays, personal time, and some sick days
- Accrue 6.76 hours per pay period with 80 hours worked (equals 22 days/year*)
- Accruals increase to 27 days/year* after 4 years of service and then to 32 days/year* after 9 years of service
- Maximum bank of 448 hours

**based on a full-time work schedule of 40 hours/week*



Sick Time

Accrue Sick Time each pay period based on hours worked, up to 240 hours maximum

Highlights:

- Accruals begin immediately for new hires
- Accrue 3.7 hours per pay period with 80 hours worked (equals 12 days/year for standard full-time schedule)
- Up to 48 hours of Sick Time can be used each year to care for a family member
- Note: For each instance of Sick Time, 16 hours of PTO is used before you access the Sick bank

Leave of Absence

OSF offers additional leave of absence and disability coverage in addition to Family Medical Leave Act (FMLA)

Highlights:

- Health leaves and Personal leaves available to Mission Partners who are not eligible for FMLA or who have exhausted FMLA
- Short-Term Disability coverage provided by OSF to part-time and full-time Mission Partners
- Long-Term Disability coverage available to full-time Mission Partners