

*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 (PTO)**

PTO is frontloaded annually in the pay period that includes October 1<sup>st</sup> and is based on years of service

### **Highlights:**

- Combined PTO bank covers vacations and the six OSF recognized holidays
- Annual frontload of 208 hours\* (pro-rated for the first year of employment and for FTEs less than 1.0)
- Carry over up to 80 hours of unused PTO annually
- Frontload increases to 248 hours\* after 4 years of service and then to 288 hours\* after 15 years of service

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



## **Well-being and Sick Time (WBS)**

WBS is frontloaded annually in the pay period that includes October 1<sup>st</sup>

### **Highlights:**

- Annual frontload of 40 hours (pro-rated for the first year of employment)
- Protected time-off that can be used for anything
- May be accessed following 90 days of employment

## **Sick Leave**

Sick Leave is frontloaded annually in the pay period that includes October 1<sup>st</sup> and designed to maintain pay during the elimination period for LTD

### **Highlights:**

- Annual frontload of 440 hours (pro-rated for the first year of employment and for FTEs less than 1.0)
- Covers the medical portion (typically 6 or 8 weeks) of maternity leave
- Up to one-half of Sick Leave can be used each year to care for an ill family member (when on an approved leave of absence)

## **Disability & Leave of Absence**

Physician-specific long-term disability coverage and leave of absence in addition to FMLA

### **Highlights:**

- Long-Term Disability replaces 60% of monthly base salary if medically unable to work for more than 90 consecutive days
- Long-Term Disability premiums paid by OSF, up to a maximum monthly benefit of \$20,000
- Supplemental Individual Disability Income available for purchase, up to a combined benefit of 75% of eligible income
- Health leaves and Personal leaves available to Mission Partners who are not eligible for FMLA or who have exhausted FMLA