

2023 Annual Enrollment

Nemours Benefits



Frequently Asked Questions Regarding the PTO Buyback Program

1Q: What is a PTO buyback program?

1A: A PTO buyback or cash-out program is a benefit program that gives associates an option to receive cash in lieu of accrued PTO.

2Q: Who is eligible to participate?

2A: All benefits-eligible associates who accrue PTO and have at least 88 PTO hours for the pay period ending Oct. 8, 2022, are eligible. You can see your PTO hours on your Oct. 14, 2022, paycheck.

3Q: What are the minimum PTO balance requirements to be able to sell accrued PTO?

3A: To be able to sell accrued PTO, you must have at least 80 hours of PTO in your bank after selling PTO. The smallest amount of PTO that can be sold is eight hours. For example, if you have 88 hours of accrued PTO, you may sell eight hours, the minimum.

4Q: Will my PTO buyback request be affected if I fall below the 80-hour minimum required balance before payment?

4A: We will review PTO buyback elections prior to processing. Individuals who fall below the 80-hour balance will have their PTO buyback election lowered to meet the minimum requirement.

5Q: Does pre-scheduled PTO affect my PTO balance?

5A: Pre-scheduled PTO will not lower the PTO balance that appears eligible for buyback. If you have PTO planned for future use, please be mindful of what you chose to sell so that your planned PTO is available when you need it.

6Q: If I want to participate, when can I sell accrued PTO?

6A: The PTO buyback program will be offered during annual enrollment, Oct. 19- Nov. 9, 2022. Elections cannot be changed after midnight on Nov. 9, 2022.

7Q: What are the minimum and maximum number of PTO hours that I can sell?

7A: The minimum number of accrued PTO hours to sell is eight hours, and the maximum is 100 hours. PTO is sold in hourly increments.

2023 Annual Enrollment

Nemours Benefits



8Q: How many times will this program be offered a year?

8A: The PTO buyback program is being offered only one time this year, with the election during annual enrollment.

9Q: When will payment be made?

9A: PTO buyback payments will be processed with the Dec. 9, 2022, paycheck. It will be a separate check.

10Q: Is the PTO sold paid at its full value?

10A: If you sell accrued PTO, it will be paid at 80 percent of its value. For example, if you sell 100 PTO hours, it will be paid at 80 percent of your pay rate and 100 hours will be removed from your PTO bank. Your payment will be equivalent to 80 hours of PTO.