

## 2023 PTO Cash Out Frequently Asked Questions

**Q1. Why is Inova offering a PTO Cash Out opportunity?**

A1. Inova's senior leadership team recognizes the demanding nature of our team members' work, their dedication to patient care and the resulting sacrifices made. Therefore, Inova has decided to offer an opportunity for eligible team members to cash out up to 40 hours of accrued PTO.

**Q2. Who is eligible for the PTO Cash Out opportunity?**

A2. Team members must meet the eligibility criteria shown below to be eligible for a PTO Cash Out:

- Completed at least one full year of service with Inova as of November 1, 2023
- Have an available PTO balance of at least 80 hours as of November 1, 2023
- Be in active service and not on an approved paid or unpaid leave of absence (FML, STD, etc.)
- Team members serving in positions of Physicians or Senior Leaders (AVP and above) are not eligible.

**Q3. How many hours of PTO can be cashed out?**

A3. Eligible team members will be allowed to cash out PTO in increments of 8 hours up to a maximum of 40 hours. Selection options include 8, 16, 24, 32, or 40 hours.

**Q4. How can team members check their available PTO balance?**

A4. Team members can access their PTO balance in MyTime (Kronos) to ensure there is a minimum of 80 hours available. Instructions for logging into Kronos can be found in this [Job Aid](#).

**Q5. When will the PTO Cash Out occur?**

A5. PTO Cash Out payments will occur on the Friday, December 15, 2023 pay check.

**Q6. How will the PTO Cash Out payment be calculated?**

A6. PTO will be paid out at 100% of a team member's hourly base rate in effect as of the December 15, 2023 pay check.

Example: Team Member earns \$20 an hour and cashes out 40 hours of PTO  
= \$20 base hourly rate x 40 hours = \$800

**Q7. Will my PTO Cash Out be taxed?**

A7. PTO Cash Out payments are subject to all applicable taxes and withholding.

**Q8. How do I submit my PTO Cash Out request?**

A8. You must make your election in the benefits Annual Enrollment system. From [www.myinovabenefits.org](http://www.myinovabenefits.org), select the center tile titled TAKE ACTION AT THE INOVA BENEFITS CENTER and click Log in Now. Enter your numeric Inova ID and password.

**Q9. What is the timeframe for submitting a PTO Cash Out request?**

A9. Team members can submit their 2023 PTO Cash Out request during the 2024 benefits Annual Enrollment period, which is November 1 through November 17, 2023. You will not be able to submit a request after the automated annual enrollment system closes at 11:59:58 ET on November 17.

**Q10. Will I be able to submit a PTO Cash Out request if I am on an approved leave of absence?**

A10. No. Team members who are on an approved paid or unpaid disability or leave of absence are not eligible to receive a PTO Cash Out.

**Q11. Will using PTO before the cash out date affect my eligibility for the 2023 PTO Cash Out?**

A11. You can participate in the 2023 PTO Cash Out opportunity if you have at least 80 hours of PTO available as of November 1, 2023 and satisfy the other eligibility criteria.

**Q12. If I do not want to cash out PTO now, can I submit a request at another time?**

A12. No. This opportunity is only offered at senior leadership's discretion and during a specified period. If you miss this PTO Cash Out opportunity, you must wait for another PTO Cash Out opportunity, if one is granted.

**Q13. How do I change or cancel my PTO Cash Out request after the benefits Annual Enrollment period closes?**

A13. You cannot change the number of hours you elected; however, you can cancel your PTO Cash Out election in its entirety by contacting the eServices team no later than December 1, 2023.

Email: [eservices@inova.org](mailto:eservices@inova.org)

Phone: 1-703-205-2166

Business Hours: Mon- Fri, 8:30 AM to 5:00 PM

**Q14. Who can I contact if I have additional questions?**

A14. Team members may contact eServices at [eservices@inovaorg](mailto:eservices@inovaorg) or 1-703-205-2166.