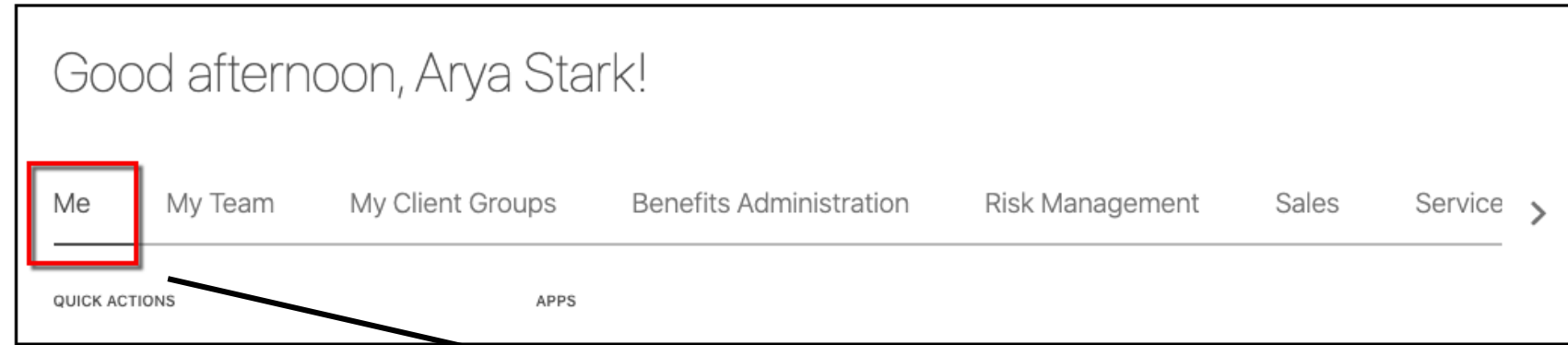
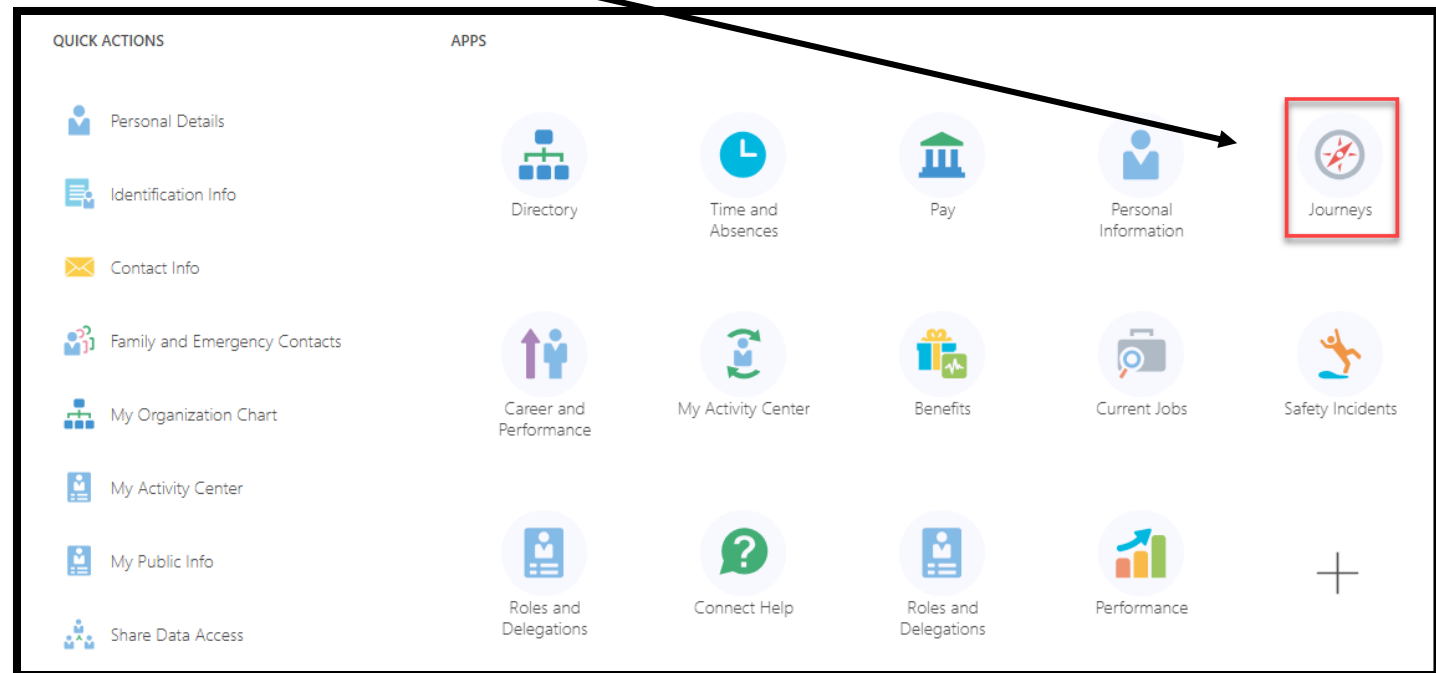


1. Select **Me** to display your employee functions

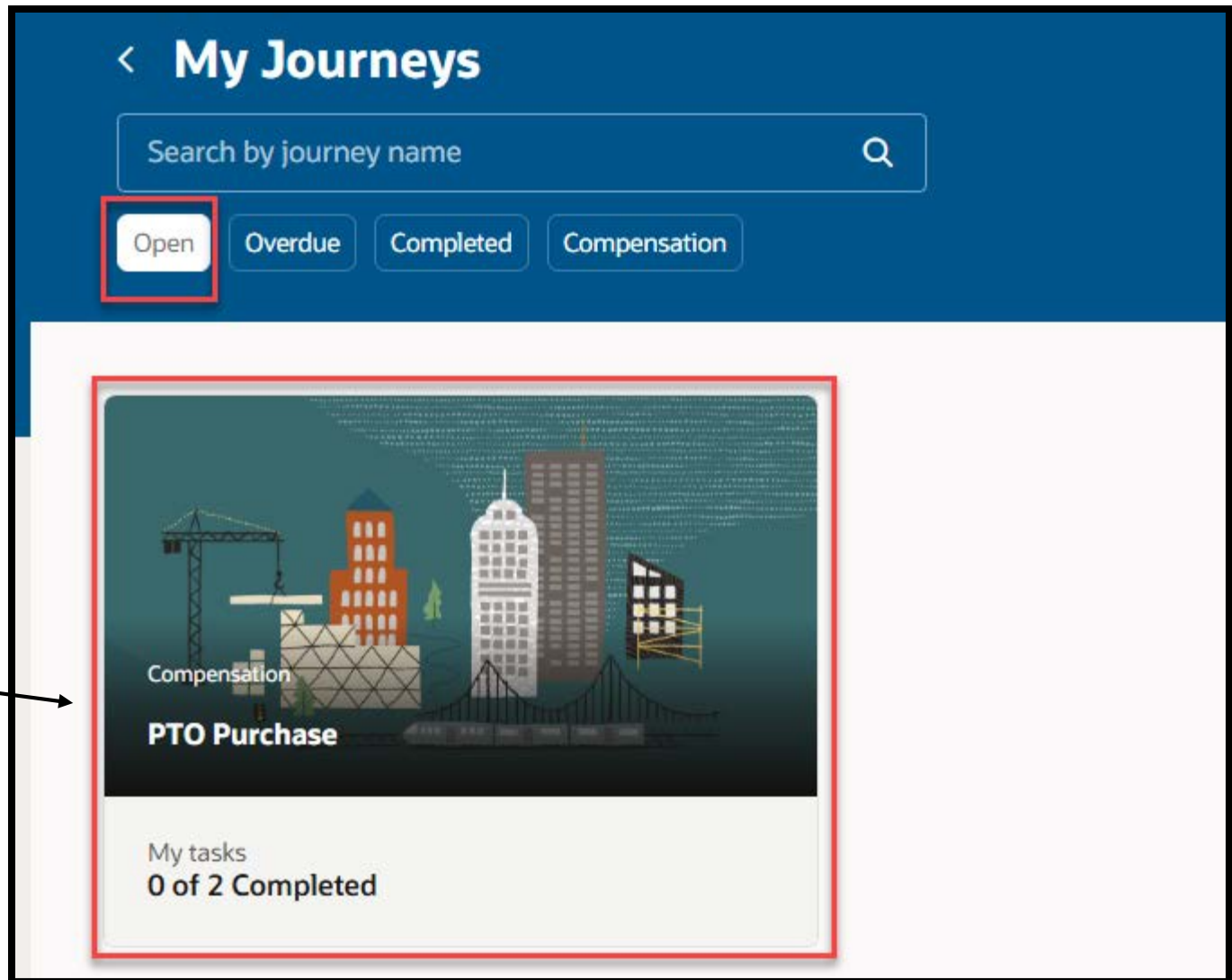


2. Click Journeys



3. PTO Purchase will show under Open when the task is not completed

4. Click into the task

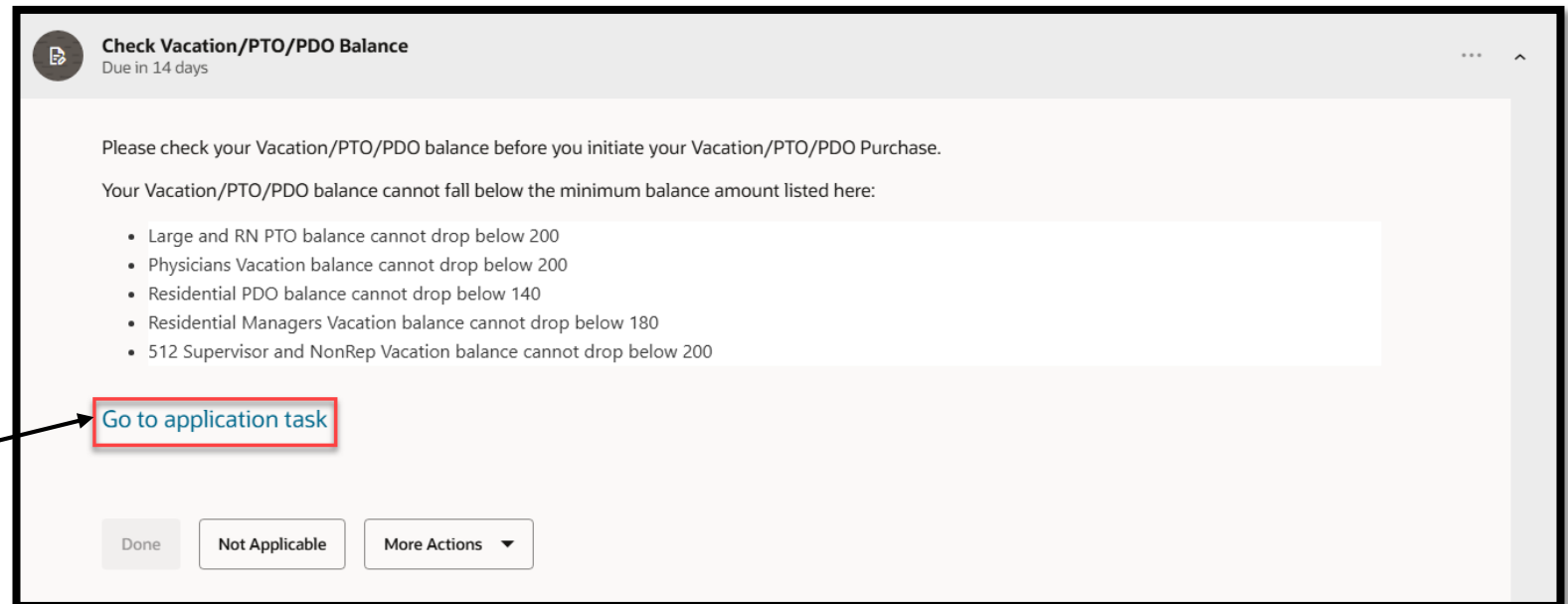
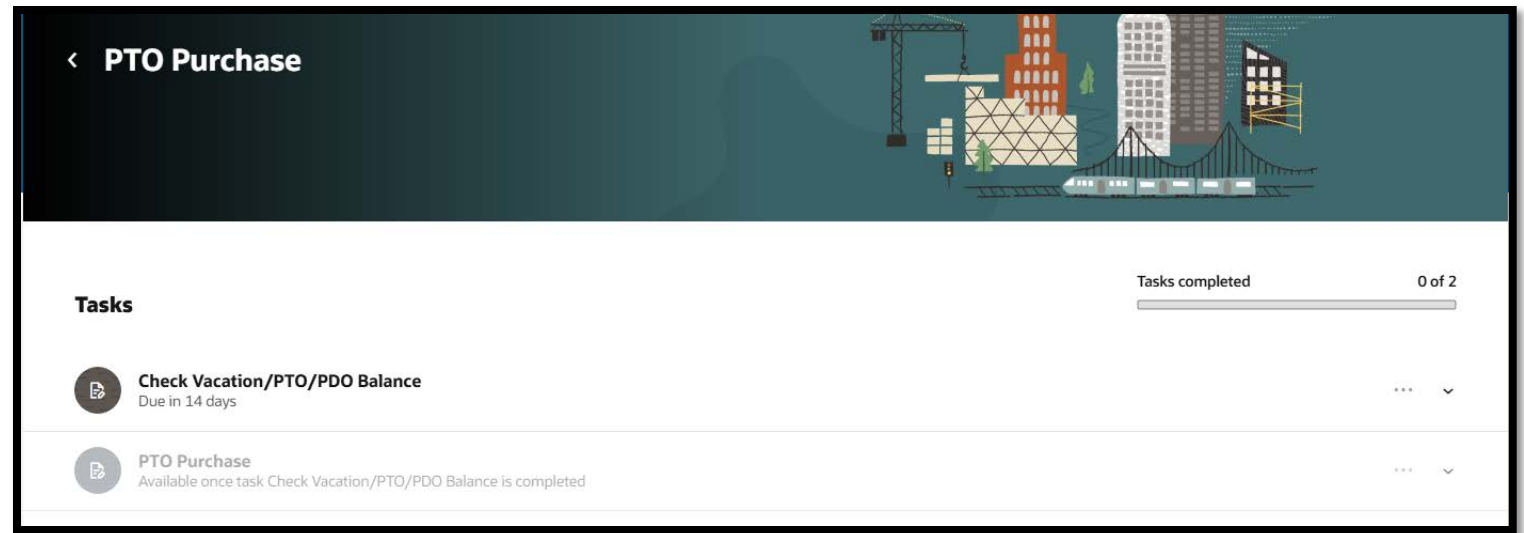


Insure when you start this process you are ready to, You can only go through this process once.

5. Once into your task you will find two steps to complete

6. Open the first step, to view the guidelines for a PTO Buyout

7. Click “Go to application Task” this will open your absence balances for you to review before entering your buyout into Connect



ESS – Completing My PTO/PDO/ Vacation Purchase

8. Insure you review your balances, **as you may only enter one buyout into Connect**

CompTime Plan - Large, RN and Residential Mgr	0 Hours Calculated on 8/1/25
Paid Time Off	103.527 Hours Calculated on 7/4/25
Personal Leave - Large Union	3.92 Hours Calculated on 7/4/25

9. Once reviewed, click the back arrow next to your photo

A small white left-pointing arrow inside a red square box, located next to a user profile picture.

Absence Balance

Add Absence

Balances Qualified Entitlements

As of Today Last Calculation Date

CompTime Plan - Large, RN and Residential Mgr	0 Hours Calculated on 8/1/25
Paid Time Off	103.527 Hours Calculated on 7/4/25
Personal Leave - Large Union	3.92 Hours Calculated on 7/4/25

ESS – Completing My PTO/PDO/ Vacation Purchase

10. Click done

**FYI once you click done you
cannot go back to this step**



Check Vacation/PTO/PDO Balance
Due in 14 days

Please check your Vacation/PTO/PDO balance before you initiate your Vacation/PTO/PDO Purchase.

Your Vacation/PTO/PDO balance cannot fall below the minimum balance amount listed here:

- Large and RN PTO balance cannot drop below 200
- Physicians Vacation balance cannot drop below 200
- Residential PDO balance cannot drop below 140
- Residential Managers Vacation balance cannot drop below 180
- 512 Supervisor and NonRep Vacation balance cannot drop below 200

[Go to application task](#)

Done

Not Applicable

More Actions ▾

11. You will now notice that your first
step has been completed

Tasks

Tasks completed 1 of 2



Check Vacation/PTO/PDO Balance
Completed on 8/1/25

...



PTO Purchase
Due in 14 days

...

ESS – Completing My PTO/PDO/ Vacation Purchase

12. Click into the second step,
PTO Purchase

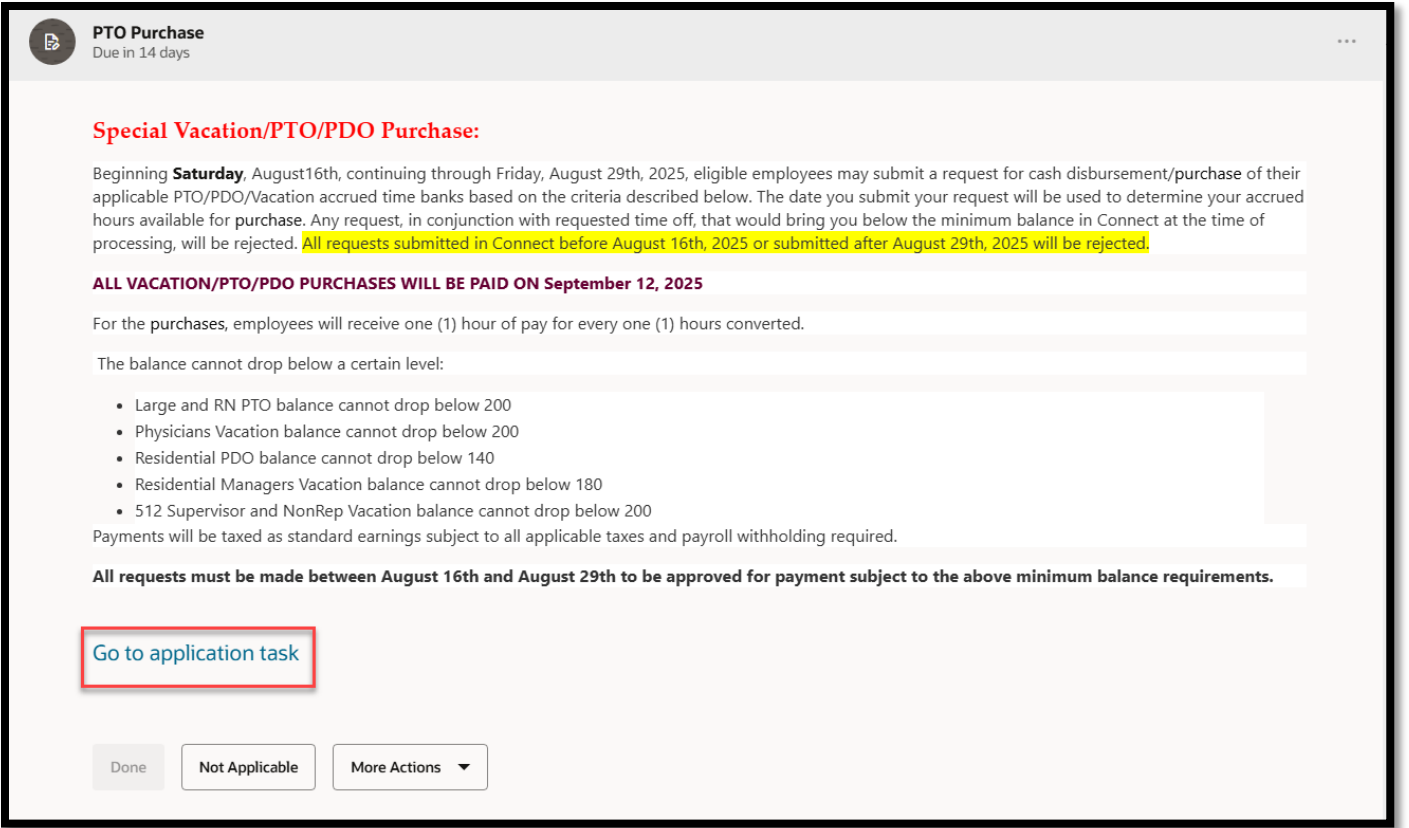


Tasks

Tasks completed 1 of 2

- ✓ **Check Vacation/PTO/PDO Balance**
Completed on 8/1/25
- PTO Purchase**
Due in 14 days

13. Once you click into the PTO
purchase, **Please read through the
guidelines.**



PTO Purchase
Due in 14 days

Special Vacation/PTO/PDO Purchase:

Beginning **Saturday**, August 16th, continuing through Friday, August 29th, 2025, eligible employees may submit a request for cash disbursement/purchase of their applicable PTO/PDO/Vacation accrued time banks based on the criteria described below. The date you submit your request will be used to determine your accrued hours available for purchase. Any request, in conjunction with requested time off, that would bring you below the minimum balance in Connect at the time of processing, will be rejected. **All requests submitted in Connect before August 16th, 2025 or submitted after August 29th, 2025 will be rejected.**

ALL VACATION/PTO/PDO PURCHASES WILL BE PAID ON September 12, 2025

For the purchases, employees will receive one (1) hour of pay for every one (1) hours converted.

The balance cannot drop below a certain level:

- Large and RN PTO balance cannot drop below 200
- Physicians Vacation balance cannot drop below 200
- Residential PDO balance cannot drop below 140
- Residential Managers Vacation balance cannot drop below 180
- 512 Supervisor and NonRep Vacation balance cannot drop below 200

Payments will be taxed as standard earnings subject to all applicable taxes and payroll withholding required.

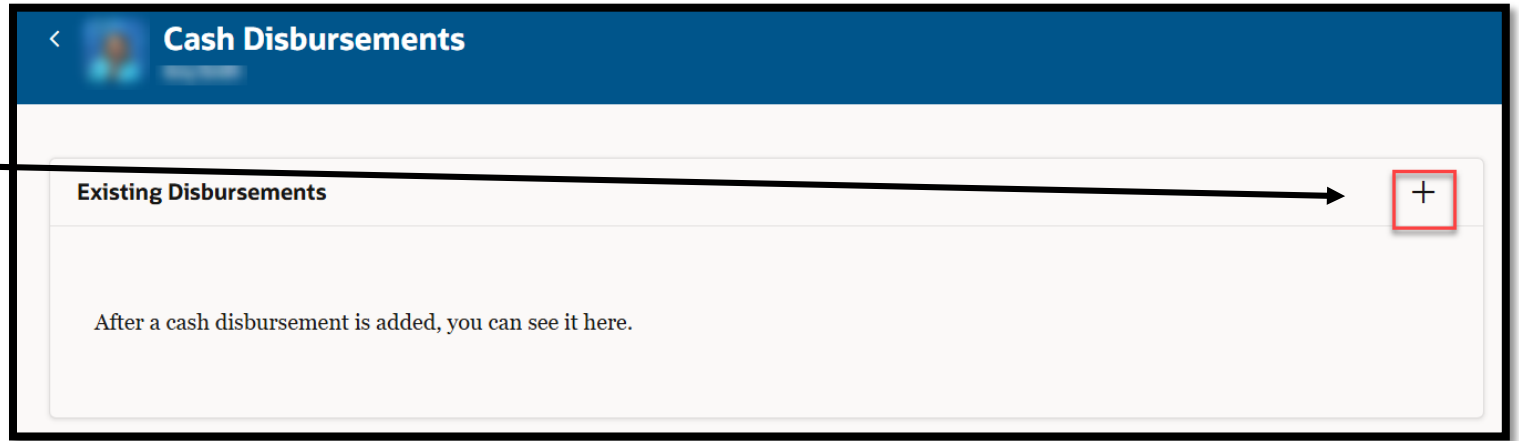
All requests must be made between August 16th and August 29th to be approved for payment subject to the above minimum balance requirements.

[Go to application task](#)

Done Not Applicable More Actions ▾

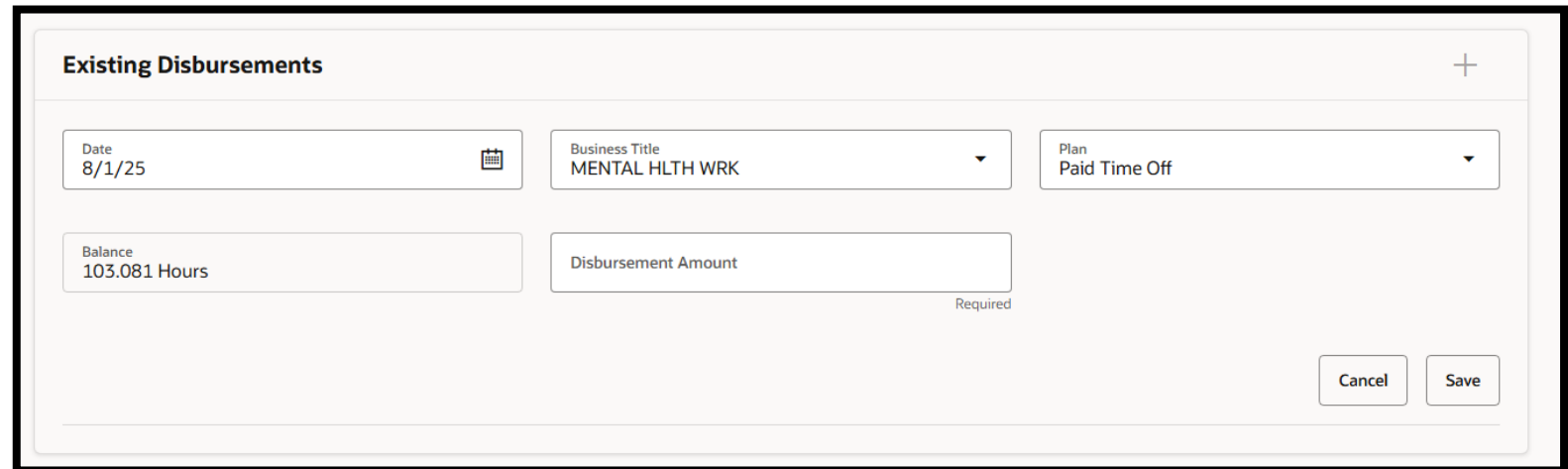
14. Click “Go to application task” once
you are ready

12. Cash Disbursements will open, click the + to add in your buyout

A screenshot of the 'Cash Disbursements' screen. At the top is a blue header with a back arrow, a profile icon, and the title 'Cash Disbursements'. Below the header is a section titled 'Existing Disbursements' which is currently empty. To the right of this section is a red square button with a white plus sign. A black arrow points from the text in step 12 to this button. Below the 'Existing Disbursements' section, there is a line of text: 'After a cash disbursement is added, you can see it here.'

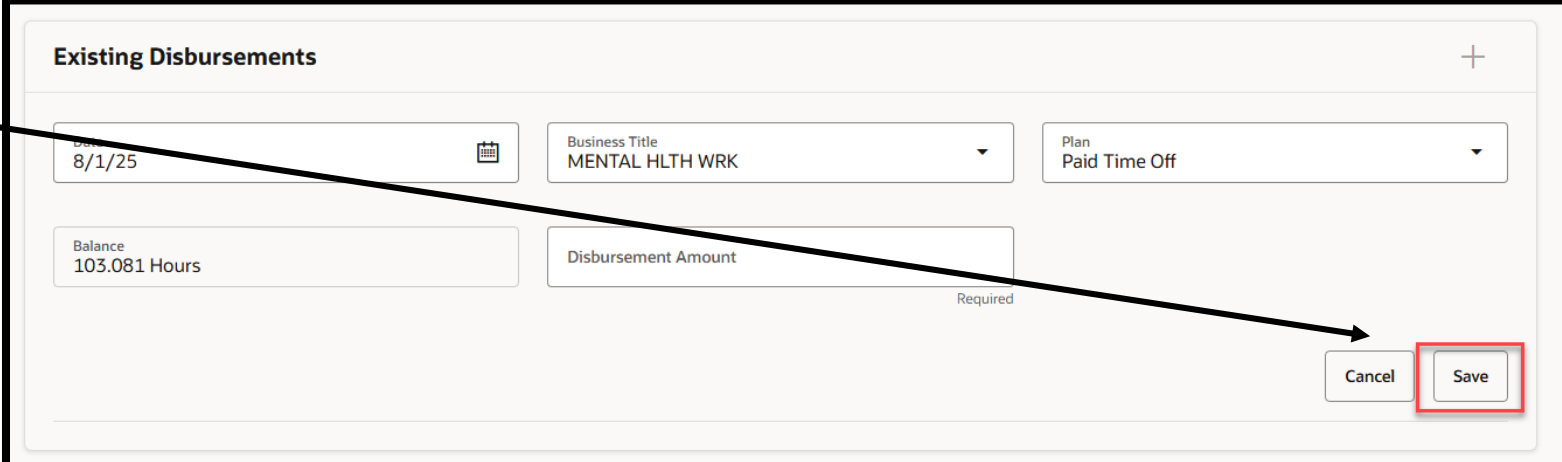
13. Fill out the boxes accordingly, you can only enter one Buyout. Insure your disbursement amount is accurate based on your balance and the guidelines.

14. Example of boxes filled out

A screenshot of the 'Cash Disbursements' form with fields filled out. The title 'Existing Disbursements' is at the top left, and a plus sign is at the top right. The form contains several input fields: 'Date' with the value '8/1/25' and a calendar icon; 'Business Title' with a dropdown menu showing 'MENTAL HLTH WRK'; 'Plan' with a dropdown menu showing 'Paid Time Off'; 'Balance' with the value '103.081 Hours'; and 'Disbursement Amount' which is empty and has a 'Required' label below it. At the bottom right are 'Cancel' and 'Save' buttons. A black arrow points from the text in step 14 to the 'Disbursement Amount' field.

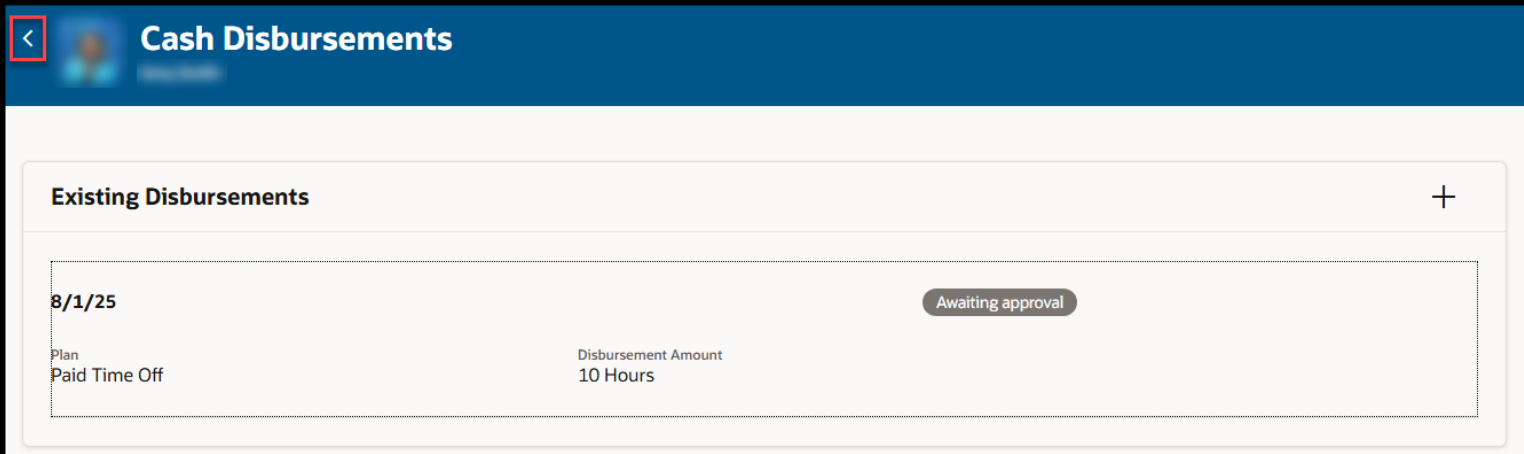
ESS – Completing My PTO/PDO/ Vacation Purchase

15. Click Save once completed



The screenshot shows the 'Existing Disbursements' form. It includes a date field with '8/1/25', a calendar icon, a 'Business Title' dropdown menu set to 'MENTAL HLTH WRK', and a 'Plan' dropdown menu set to 'Paid Time Off'. Below these are fields for 'Balance' (103.081 Hours) and 'Disbursement Amount' (labeled 'Required'). At the bottom right, there are 'Cancel' and 'Save' buttons. A red box highlights the 'Save' button, and an arrow points from the instruction box to it.

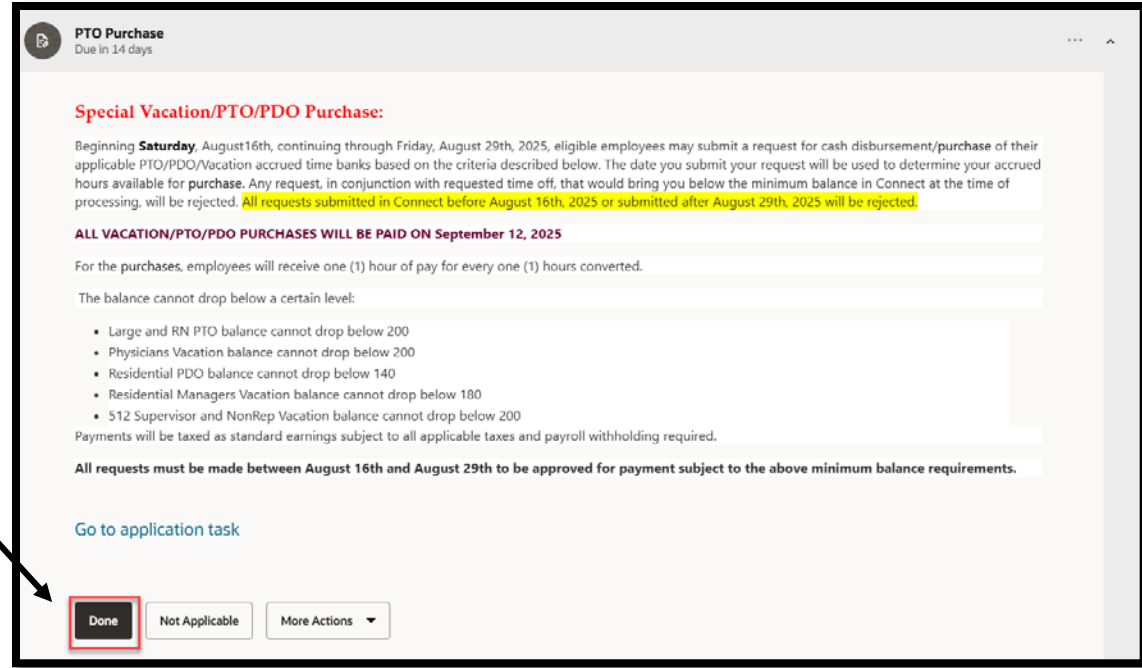
16. Once you Save, Disbursement will
be shown as Awaiting Approval until
Payroll & Benefits Approve



The screenshot shows the 'Cash Disbursements' page. At the top, there is a blue header with a back arrow icon in a red box, a profile picture, and the title 'Cash Disbursements'. Below the header is the 'Existing Disbursements' section. It displays a disbursement for '8/1/25' with a plan of 'Paid Time Off' and a 'Disbursement Amount' of '10 Hours'. A grey pill-shaped button labeled 'Awaiting approval' is next to the amount. An arrow points from the instruction box to the back arrow icon in the header.

17. Click back arrow next to photo

18. Click Done on step Two



PTO Purchase
Due in 14 days

Special Vacation/PTO/PDO Purchase:

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- 512 Supervisor and NonRep Vacation balance cannot drop below 200

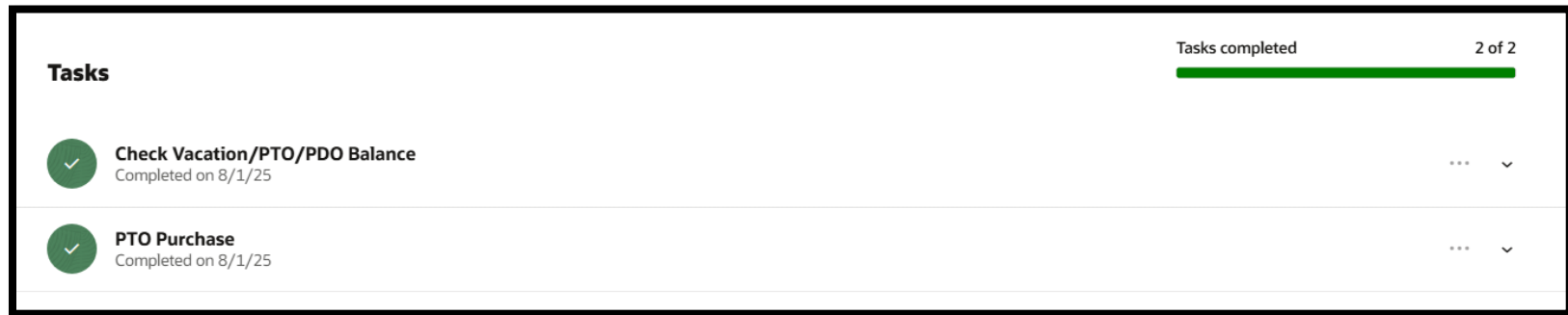
Payments will be taxed as standard earnings subject to all applicable taxes and payroll withholding required.

All requests must be made between August 16th and August 29th to be approved for payment subject to the above minimum balance requirements.

[Go to application task](#)

Done Not Applicable More Actions ▼

19. You will now notice both tasks have been completed



Tasks

Tasks completed 2 of 2

- ✓ **Check Vacation/PTO/PDO Balance**
Completed on 8/1/25
- ✓ **PTO Purchase**
Completed on 8/1/25

18. Click the back arrow next to the PTO Purchase

Your Open journeys will now show with no matches, to find the PTO Purchase Journey it can be found in Completed

End of Procedure

