

Update on your PTO for 2026

Thank you for your patience as we continue updating ADP to support our new PTO Policy. We've made some adjustments to how we'll track, use, and cash out PTO during this calendar year. Here's what you need to know:

Your PTO bank

Your regular PTO bank will only include hours you accrue in 2026. These hours will stay in your main PTO bank, and you should use them first when requesting time off.

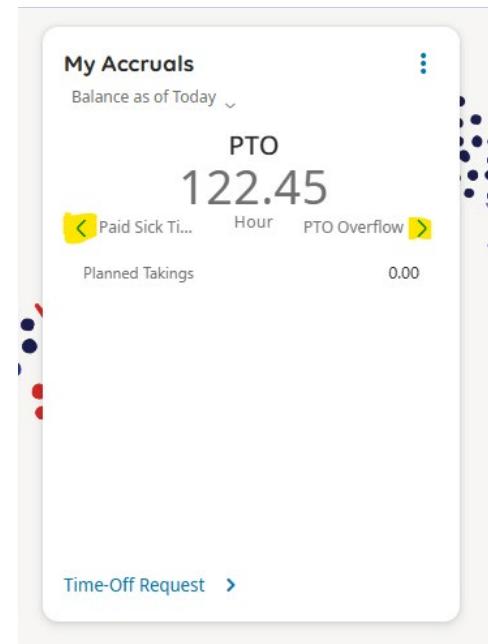
Your PTO Overflow bank (your old hours)

To keep things simple and easy to track, all PTO you had accrued before Jan. 1, 2026, will move to your PTO Overflow bank. This means when you look in ADP, you'll start the year with zero hours in your regular PTO bank.

The hours you had before are still there. You can see the balance for each of your time-off banks (Paid Sick Time, PTO and PTO Overflow) by clicking the arrows in the "My Accruals" tile.

To request time off using Overflow hours:

- Log in to **ADP Workforce Manager Dashboard** → click **My Time Off**.
- In the **Reason** dropdown, choose **PTO Overflow**.
- Enter your start time and hours per day and hit **Submit**.



Want to cash out your extra PTO?

Because some staff have accrued large amounts of PTO (above the 200 hours that can roll over into 2027), we're giving you more chances to cash out your extra hours in 2026:

- You may cash out **up to 100 hours** from your regular PTO Bank for the year.
- You may also cash out **up to 100 hours of PTO Overflow each quarter** on these payroll check dates:

April 3, 2026

July 10, 2026

October 2, 2026

- At the end of 2026, any remaining PTO Overflow hours will be automatically paid out.

Questions? Talk with your leader or email Payroll@nwkidney.org.