

JHHSC/JHH EMPLOYEE SUMMER PTO SALE

It's that time of year!! We are pleased to announce the summer PTO sale for JHHSC/JHH employees begins July 1, 2009. This is a voluntary opportunity for employees who want to convert their unused PTO into extra cash for the summer.

The minimum number of hours that may be sold is 8. Full-time employees are required to keep a minimum PTO balance of 80 hours. Part-time employees are required to keep a minimum PTO balance of 40 hours. All PTO sells are voluntary and all payment is 50% the amount sold.

The PTO Payout Request form is available on the HR Web site (www.hopkinsmedicine.org/jhhr/forms) or at the HR Service Center (HRSC) in Phipps (4th floor).

Completed forms should be left at HRSC desk or e-mailed to aberrym1@jhmi.edu **only**. Faxed forms will not be accepted. **The deadline for submitting a request for the sale is July 31, 2009. You will receive the payout in your August 21, 2009 paycheck.**

Question? Contact Armentia Berryman at 410.614.3941.