



Catholic Health System
Mercy Hospital of Buffalo
Medical excellence with a tradition of caring.

Human Resource Department
PH: (716) 828-2046
FAX: (716) 828-3685

TO: Mercy Hospital, CWA STC and RN Members
FROM: Mercy Hospital, Human Resources Department
RE: PTO Buy Back
DATE: December 21, 2017

Per the Bargaining Agreement, full time and regular part time employees are eligible to participate in the PTO Buy Back program up to a maximum of seventy-five (75.0) hours as long as the associate has the accrued time in their bank.

PTO buy out requests must be submitted by the associate to the Human Resources Department between January 1, 2018 and March 1, 2018. Associate PTO pay out will be made by end of March, 2018.

If you would like to participate in the PTO buy out program, forms can be obtained at the front desk of the Human resources Department and must be returned by March 1, 2018.

Name (Please Print) _____ Employee # _____
 Department _____ Phone Ext. _____

I wish to convert: _____ hours of PTO.

Signature _____

Date _____
