

2026 PTO Sell/Donate

Frequently asked questions

Our PTO Sell/Donate campaign for 2026 will be **Oct. 20–Nov. 13, 2026**. Check out some frequently asked questions below. If you still have questions after reviewing these FAQs, please contact PeoplePlace at **844-417-5223**.

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General

1. What is the PTO Sell/Donate campaign?

Each year, eligible team members may donate Paid Time Off (PTO) through Give to

Change to support programs they are passionate about and/or sell unused PTO. Eligible team members will receive an email once the PTO sell/donate window opens.

2. Who is eligible to participate?

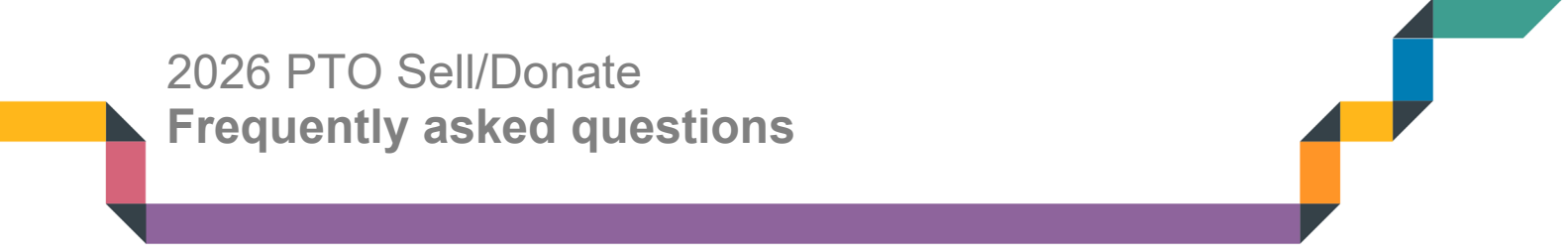
To be eligible to sell and/or donate PTO, you must:

- Be an eligible employee*;
- Have a PTO balance greater than or equal to 24 hours; and
- Maintain a PTO balance of 16 hours after-sale/donation to ensure available time off through the holidays or other needs.

**Excludes employees who receive sick time only (e.g., 7-day-on/7-day-off employees and APP Shift Providers), PRN employees, residents, medical directors, contractors/contingent workers, and employees eligible for Tracking-Free or Physician Tracking-Free Time Off.*

3. How much PTO can I sell or donate?

The annual limit for sell/donate is a combined 80 hours per year to split as you see fit—sell all 80 hours, donate all 80 hours or anything in between.



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- **PTO Donate:** Any donations of unused PTO must be a minimum of eight hours. After the eight-hour minimum, they can be made in any whole hour increments (i.e. nine, 10, etc.).
- **PTO Sell:** Sell requests must be a minimum of eight hours. After the eight-hour minimum, any eligible amount can be submitted up to the max. Hours sold are paid at 90 percent of the salary value per Internal Revenue Service regulations.

PTO balance may not fall below 16 hours after sale and/or donation.

4. What dates will I be able to sell and/or donate my PTO?

You may sell and/or donate beginning Tuesday, Oct. 20. The deadline to sell is Friday, Nov. 13, while the deadline to donate is Thursday, Nov. 12 at 5 p.m.

If you don't donate or sell by the annual deadline, you won't be able to donate or sell for the calendar year.

5. What is the annual PTO carryover limit?

Team members can carry over 200 hours into the new year. Any balance over 200 after Jan. 10, 2027, will be reduced to 200 hours the week of Jan. 11, 2027, and excess hours will be forfeited. Please consider the carryover limit when scheduling PTO and determining if you want to participate in the PTO Sell/Donate campaign.

Team members are encouraged to take time off to rest and recharge.

6. Can I sell hours if I am eligible for tracking-free or Physician tracking-free time off?

No. All tracking-free time off eligible team members are not able to participate in the PTO Sell/Donate campaign.

7. Where can I view my PTO balance?

You can [view your current PTO balance](#) in the PeoplePlace Time and Attendance system under the Benefit Balance section. As a reminder, your current PTO balance may continue to grow as you work throughout the year.

8. Does my leader need to approve my request to sell or donate?

No, leaders don't need to approve these requests. Sell/donate requests will be processed by the system as long as the eligibility criteria above is met and there are sufficient hours to deduct.

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9. Where can I find the PTO policy?

The [PTO policy](#) is available in the Policies & Procedures Library of BSWconnect.

10. How can I determine my future PTO based on my accrual?

Leaders have access to a custom report in API Time & Attendance (“Benefit Balance

History and Projection”) that can project a team member’s PTO balance. Please reach out to your Leader for assistance running this report.

PTO Sell

11. How do I sell my PTO?

Sell requests must be submitted in [PeoplePlace Time & Attendance](#). View the [job aid](#) for step-by-step instructions.

Note: The sell code, **PTS**, will only be accepted during the campaign, Oct. 20–Nov. 13.

Hours must be submitted for a minimum of 8 hours and cannot exceed 80 hours for the calendar year (includes hours donated earlier this year).

12. How much will I receive if I sell PTO?

If you sell PTO, you will receive 90 percent of your hourly pay rate (due to IRS regulations) times the number of hours sold. That amount sold will then be subject to applicable payroll taxes.

13. When will I be able to see my sale election on my paycheck?

Requests submitted between Oct. 20–Nov. 1 will be reflected on the Nov. 6 paycheck.

Requests submitted between Nov. 2–Nov. 13 will be reflected on the Nov. 20 paycheck.

14. How are PTO sell elections taxed?

PTO sell elections will be taxed at the supplemental tax rate.

15. Are the PTO hours I sell eligible for 401(k)?

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Yes, the compensation you receive from selling your PTO is considered 401(k) eligible compensation. Your 401(k) deduction on your paycheck will take this compensation into account when calculating your contribution for the pay period.

16. Who should I contact if I receive an error message when trying to submit my sell request in the Time and Attendance system?

Contact PeoplePlace via [BSWHelpHub](#) or call 844-417-5223.

17. Can I cancel my PTO sell request?

Yes, sell requests can be canceled in Time and Attendance.

Sell requests submitted Oct. 20–Nov. 1 can be canceled until Nov. 1, 2026.

Sell request submitted Nov. 2–Nov. 13 can be canceled until Nov. 15, 2026.

PTO Donate

18. Where do I go to make my PTO donation online?

Eligible team members can log in to the Give to Change donation site using their network username and password through [BSWconnect.com/GivetoChange](#) or [MyPeoplePlace.com > Give to Change](#). Once logged in, click the Donate link and select PTO. Donations can only be submitted during the campaign from Oct. 20 through Nov. 13 at 5 p.m.

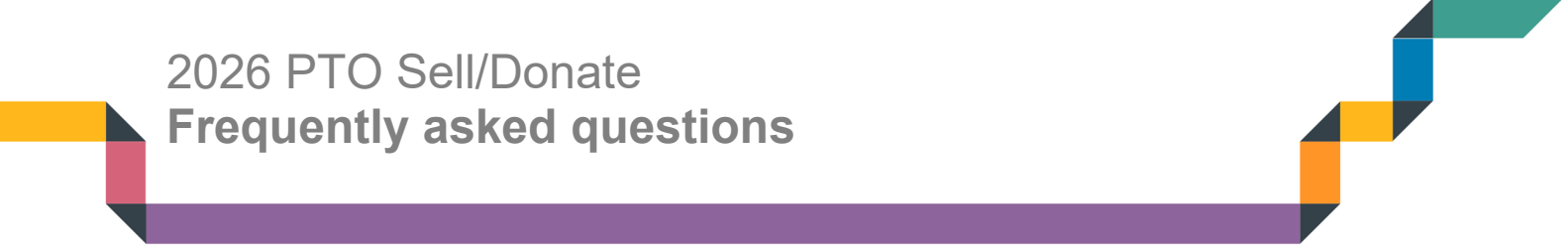
19. Which organizations can my PTO donation support?

Your donation of PTO to BSW Foundations, United Way, or both, can be designated to an area of need that means the most to you.

The organizations include:

- BSW All Saints Health Foundation
- BSW Central Texas Foundation
- BSW Dallas Foundation
- BSW Irving Foundation
- United Way

Not sure which Foundation supports your campus? [View a list of Foundation services areas.](#)



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20. When will I be able to see my PTO/Sell Donate election on my paycheck?

Donations submitted between Oct. 20-Nov. 1 (at 5 p.m.) will be reflected on the Nov. 6 paycheck.

Donations submitted between Nov. 1 (after 5 p.m.)-Nov. 13 (at 5 p.m.) will be reflected on the Nov. 20 paycheck.

21. Who do I contact if I have trouble submitting my PTO donation request?

For online troubleshooting, email- GivetoChange@BSWHealth.org.

22. Can I edit or cancel my PTO donation?

Yes, you can edit or cancel your PTO gift until your donation is sent for processing in [MyPeoplePlace.com](https://mypeopleplace.com) > Give to Change > Giving History.

Gifts made Oct. 20 – Nov. 1 won't be available to edit after 5 p.m. on Nov. 1.

Gifts made Nov. 2 (after 5 p.m.)-Nov. 13 won't be available to edit after 5 p.m. on Nov. 13.

23. Will there be a PTO donate campaign in Spring 2027?

Yes, as part of the spring Give to Change campaign, eligible team members will have the option to donate PTO hours up to the annual limit.

24. Am I able to donate my PTO to a coworker?

No. The current HR benefits program doesn't allow PTO donations to other team members.