

# Copy Deck Mapped to Intranet Wireframe 11: Section Content Page

Link to corresponding wireframe: <https://www.figma.com/design/K2YgW63ORwl8oWZB9P2Mxl/Intranet-Wireframes?m=auto&node-id=3424-14262&t=5tdXnP6hmdLGz89Q-1>

## Screenshot of corresponding wireframe for ready reference:

### Paid time off (PTO)

Our PTO program was designed to promote work/life balance by providing employees with flexibility and equity. If you have general questions about the program and guidelines for taking paid time off, please explore the guided experiences below.

#### Overview

- Our PTO program was designed to promote work/life balance by providing employees with flexibility and equity.
- Our PTO program combines vacation, sick and family support time into a single bank of days for you to draw upon when you want to take time off from work.
- All PTO must be taken within a calendar year. Unused PTO cannot be carried over into the next year and any unused PTO will be forfeited at the end of a calendar year.
- All employees (i.e., exempt and non-exempt) are expected to track their PTO in our Dayforce self-service system.

#### Amount of PTO days received

The amount of PTO an employee receives is dependent upon length of service and/or level based on job title.

YEARS OF SERVICE	ANNUAL ALLOTMENT OF PTO DAYS
0 to 2	20
3 to 9	22
10 to 14*	23
15 to 19	27
20+	30

\*Employees who are in a job title associated with a grade of 22 or above (i.e., generally director-level or above) receive 25 PTO days unless their years of service are equal to or greater than 19 years. At that point, they will receive the number of days based on years of service.

Upon starting, new hires receive a prorated allotment of PTO days that is based on the month they start and how much time is left until the end of the calendar year.

Month of Hire	Allotment of PTO days
January	25.0
February	18.5
March	16.5
April	13.0
May	11.0
June	11.0
July	10.0
August	8.5
September	6.5
October through December	5.0

#### How PTO accrues

Accruing PTO essentially means earning PTO. As of January 1 of every year, your entire PTO bank is available for you to use, even if you have not fully accrued all of it.

All employees will have 40 hours of accrued PTO effective of January 1 of every year. New hires, regardless of when they join throughout the year, will always have 40 hours of accrued PTO upon start. This was designed to comply with applicable state laws related to sick time. You earn approximately 1/12 of your PTO bank for each full-month of work. The only exception to this is that employees who work in the state of California accrue PTO on a daily basis instead of monthly. PTO continues to accrue during certain leaves (e.g., short-term disability (STD), Family Medical Leave (FMLA), bereavement, unpaid leave and military leave). PTO is not accrued during a long-term disability (LTD) leave.

#### Why are accruals important?

If you or the company terminates the employment relationship, you will be paid for any unused but accrued or earned PTO. Unless where prohibited by state law, used PTO days that were not earned will be reconciled against outstanding wages owed upon termination of employment.

#### How to take time off (PTO)

All employees are expected to request PTO in advance and in accordance with your team's / department's best practices or guidelines. If you have any questions about your team's or department's best practices for requesting PTO, please reach out to your manager.

[Learn more](#)

#### Recommended reading

- [Welcoming a child](#)
- [Taking a leave of absence](#)
- [Entering holiday time](#)

#### Non-standard work schedules

If you are part-time or have a unique business driven schedule, PTO is best managed in hours. The amount of PTO received for a non-standard work schedule can be determined through an average daily hours (ADH) calculation. ADH = number of hours worked per week / five days. ADH then needs to be multiplied by the number of PTO days associated with the years of service. For example:

- Let's say Henry works 30 hours and has been with the Hanover for four years.
- Henry's ADH = 30 hours / five days = six hours.
- 6 ADH \* 22 PTO days (i.e., PTO allotment for employees with 3-9 years tenure) = 132 PTO hours
- Henry has 132 PTO hours to use during the calendar year.

#### Rehired employees

If you had a limited break in service (less than 5 years), you may have an adjusted service date that recognizes your previous service with The Hanover. In that instance, number of PTO days received will be calculated based on the adjusted service date. In your year of rehire, your PTO will prorate based on the new hire proration guidelines and your adjusted service date.

#### Standard PTO, purchase PTO and United Way day

Click on the button to view a scenario based guideline of the PTO combinations available at The Hanover.

[Learn more](#)

## Main Content Area:

[Content Box 1: One large content area with information pertaining to a particular topic such as PTO, Family Leave etc.]

{Headline} **Annual giving campaign**

{body copy} Our annual giving campaign is one of the strongest nationwide for a company of our size. Over the past 10 years, through our annual campaign, Hanover employees across the United States have directed more than \$12 million to deserving organizations.

{Subhead} **How to give**

{body copy} To make a donation, please visit our giving platform through Fidelity at [give.hanover.com](https://give.hanover.com). There you can make a donation through a recurring or a one-time payroll deduction, or you can use a credit card or bank payment for a one-time donation. Please see [this helpful guide](#) for more information about our giving platform.

{Subhead} **See all the good you've done...**

### HOW YOUR DONATION IS INVESTED

LIVINGSTON COUNTY UNITED WAY FUNDED THE FOLLOWING 2024-2025 PROGRAMS & INITIATIVES:

 **THRIVING FAMILIES** *Empowering families with the resources that allow them to support themselves.*

Investment Breakdown: \$289k

Examples: Lacasa – Domestic violence shelter, Community Catalyst – attainable housing

 **SUCCESSFUL YOUTH** *Assuring that all children have access to what they need for a bright future.*

Investment Breakdown: \$205k

Examples: Lacasa – healthy families, Childcare network, LC family center, LESA education project

 **HEALTH & WELLNESS** *Energizing all residents, young and old, to be healthy, secure and active in their community.*

Investment Breakdown: \$250k

Examples: CASA, Mental health counseling, Gleaners



Examples: Day of caring

## Secondary Content Area (Right Column):

[Content Box 1: 3 displayed rectangles with icons and relevant names of tools/applications/webpages they lead to.]

[Content Box 1:]

### Related Links

- Conferences and Travel
- [The Hanover Insurance Group Foundation](#)
- [Hanover Scholarship Foundation](#)
- [The Hanover Matching Gift Program](#)