Policy Name: Paid Time Off

Policy Number: HR 4.2

Effective Date: November 2019

Last Reviewed/Revised Date: 10/2019

Responsible Officer: Human Resources Director

Board Approval Date: November 12, 2019

Policy Statement: Piedmont Health Services, Inc. (PHS) values its employees and recognizes their need for personal time away from work. This policy articulates the accrual, non-accrual, use and dispersing of Paid Time Off (PTO).

Procedures:

PTO is designed to give employees discretion and flexibility in the use of time off. The goal is to reduce unscheduled absences and the need for supervisory oversight.

Eligibility

All employees working in a “regular” status at a minimum of 24 hours per week are eligible for PTO.

Use of Paid Time Off

Paid Time Off may be used for the following:

- Normal vacation time
- Personal and/or family sickness
- Involvement in Child(ren’s) School Activities
- Bereavement
- General Court Attendance
- Voting time
- Family activities
- Religious or other extra holiday times
- Family Medical Leave Act (FMLA)
- Office Closures including inclement weather

PTO must be used for all time away from work with the exception of the following:
- Company approved holidays
- Up to one week for jury duty
- Military leave
- Continuing Education Units for licensed personnel (see the CEU policy for details)
- Official Court Attendance (on behalf of PHS)

Scheduling PTO
All requests for the use of PTO must be made using the human resources management (HCM) system. In order to provide proper departmental coverage, non-emergency requests must be made with at least two weeks’ and preferably four weeks’ notice. Each request must be approved by the supervisor/manager. PTO is granted only when the requested time away will not have an adverse impact on workflow and patient care. PHS also recognizes that personal and family emergencies arise from time to time, however, such emergencies should be considered to be the exception, not the basis for all PTO requests.

Non-exempt employees may take PTO in 15-minute increments; clinical providers may schedule Paid Time Off in 1 to 2-hour increments. Exempt employees are to schedule in whole day increments. Managers and supervisors will respond to employee requests for PTO via the HCM system in a timely manner preferably within 3 business days of the request.

Accrual of Paid Time Off

Employees accrue PTO based on their position, Full Time Equivalent (FTE), and length of service with the organization. To accrue PTO, employees must work at least 24 hours a week.

Employees begin earning PTO on their first full day of work with the company. It is not, however, available for use until an employee has successfully completed the 90-day introductory period.

- **Full-Time Employees** working a regular full-time, 40-hour/week schedule will accrue PTO at the following rate:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Accrual Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fewer than Five Years of Service</td>
<td>15 hours per month</td>
</tr>
<tr>
<td>5 or more Years of Service</td>
<td>16 hours per month</td>
</tr>
</tbody>
</table>

Non-exempt employees working a regular full-time, 40-hour/week schedule will accrue PTO at the following rate:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Accrual Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fewer than Five Years of Service</td>
<td>11 hours per month</td>
</tr>
<tr>
<td>5 or more Years of Service</td>
<td>15 hours per month</td>
</tr>
</tbody>
</table>

- **Part-Time Employees**
Part-Time employees scheduled to work between 24 and 40 hours per week will accrue the PTO on a prorated basis compared to full-time employees in the same category. Proration is based on the percentage of hours hired to work as compared to full-time hours. PTO does not fluctuate with schedule changes.

**PTO NON-ACCRUAL – LEAVE OF ABSENCE:** The PTO accrual will stop at the end of the pay period in which the employee goes out on leave of absence.

**PTO ROLLOVER:** At the end of each calendar year, employees may roll over 200 hours to the following year. Any unused hours in excess of 200 hours requires advance approval from the Chief Executive Officer (CEO) for rollover.

**PAYOUT OF PTO, UPON SEPARATION:**
Accrued PTO will be paid out upon termination/resignation of employment if the employee terminates following the 90 day introductory period. Payout will be made in 80 hour increments on regular PHS pay dates.

**CHANGES TO PTO ACCURAL:**
*Special note: as of December 1, 2019 hours in the Catastrophic Sick Bank will be converted to Paid Time Off hours.*

**
Effective January 1, 2020, an allocation of 24 additional PTO hours will be added to each employee’s PTO bank. This additional PTO will replace the Inclement Weather hours. This will change the allocation for Exempt and Non-Exempt Employees who are eligible for PTO. It will be dispersed as follows:

**2020**

<table>
<thead>
<tr>
<th>January</th>
<th>8 additional hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>February - April</td>
<td>0 additional hours</td>
</tr>
<tr>
<td>May – December</td>
<td>2 additional hours per month</td>
</tr>
</tbody>
</table>

**2021**

Effective January, 2021, the additional PTO hours will be allocated evenly throughout each month.

**Policy Cross references:**
4.10: Family Medical Leave Act

**Policy Replaces:**
4.3- Scheduling Time Off
4.4-Rights to PTO
4.5- Inclement Weather