

Lifesong Hospice and Palliative Care

Human Resources Policies and Procedures

PAID TIME OFF & Holidays HR.P.10

Regulation(s): None
L-Tag(s): None

POLICY: Employees accrue paid time off (PTO) for vacations, personal business, and family needs. Holidays are given separately.

PROCEDURE:

1. PTO eligibility is based on an employee's status and tenure.
2. Any regular full-time or part-time employee is eligible to accrue PTO. Hours accrue on hours worked and PTO taken. PRN employees do not accrue PTO. Employees will accrue at the following rates:

Years of SERVICE	ACCRUAL MULTIPLIER	DAYS EARNED PER YEAR
Hire date to end of 3rd Year	.057692	Up to 15 Days
Start pf 4 th year to end of 10 th Year	.076923	Up to 20 Days
11th Year +	.096154	Up to 25 Days

3. Employees begin accruing PTO when they begin working; however, an employee must have successfully completed the ninety day (90) introductory period of employment before being allowed to schedule or use any accrued PTO.
4. An employee changing from ineligible status to eligible status will accrue PTO beginning on the effective date of this change, plus the employee must work 90 days in his/her new position before eligible to use accrued PTO.
5. If an employee changes to PRN status and has completed his/her initial introductory period, all hours in the employee's PTO account will be paid to the employee in the last regular payroll check.

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7/18	2/19	3/21	4/2019
Reviewed:	Reviewed:	Reviewed:	Reviewed:

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6. A former employee who is re-employed will be assigned a new service date and will begin to accrue PTO from that date with no credit for prior service. A PRN co-worker is able to keep their original hire date.
7. The PTO accrual rate is based on length of service and work hours. PTO is calculated on a maximum of 80 hours per pay period beginning with the first day of eligible employment.
8. An employee may carry over PTO hours from one year to the next year. If more than 160 hours of PTO have been accrued and unused in the employee's account on that date, the employee has three options:
 - a. with approval, the employee may schedule time away from work to bring the number of PTO hours down to 160 hours by the end of the year;
 - b. the employee may "sell back" the hours in excess of 160 hours during the designated timeframe, designated by Human Resources. The PTO hours will be paid to the employee at the ratio of one (1) hour for every one (1) hour of PTO or
 - c. the employee will forfeit any PTO in excess of 160 hours at the end of the year.
9. Employees cannot accrue more than 220 hours of PTO in their bank. Once the 220-hour threshold is reached, the employee will stop accruing PTO until the bank is below the hour limit.
 - d. Paid time off accrual and limits are defined in the employee handbook.
 - e. Time off from work, whether paid through PTO or unpaid, must be requested during regular business hours, approved and scheduled as far in advance as possible, at a minimum of 72 hours in advance, through the employee's supervisor, in accordance with the following:
 - a. the employee will complete a *Request for Time Off* form to request any time away from work;
 - b. time off will be approved based on staffing requirements and patient care needs, and in the order that the requests are received by the supervisor; and
 - c. PTO must be taken in increments of two (2) hours.
 - f. Holidays are separate are not included in the PTO accrual and requirements (see HR.H20). All Hospice co-workers will receive the following Holidays: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day and Christmas Day.
 - g. An employee who terminates employment for any reason prior to successful completion of the introductory period is not eligible to receive any of the PTO accrued.

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- h. After completion of the introductory period, if an employee voluntarily resigns by giving proper notice, the employee is entitled to receive payment for all of the PTO accrued and not used. If the employee does not give the proper notice, is terminated or fails to work out their notice period, all accrued PTO is forfeited.
- i. No PTO may be scheduled for the time after an employee gives notice of resignation. If an employee takes PTO during the notice period, the employee will not be paid for that time, and will not be considered to have given proper notice. (PTO that was scheduled prior to notice, will be honored.)
- j. An employee terminated for cause is not eligible for payment of accrued PTO.
- k. With the approval of the Human Resources Department and under special circumstances, PTO hours may be given as a gift to other benefit accruing employees in extreme situations such as personal illness, family crisis, etc.

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