EMORY HEALTHCARE

Policy: COMPREHENSIVE/PTO LEAVE BENEFIT

Submitted By: Leave Management
Initial Date: August 1, 2011

POLICY:

To provide flexibility to employees in the use of their paid time off by combining such traditional leaves as vacation, sick, holiday, bereavement, and emergency leave into a single leave account. A cash-in option is also available under the leave plan.

Paid time off (PTO) is provided to benefit eligible employees who work at least twenty (20) hours per workweek to use for scheduled and unscheduled absences except jury duty and extended illness.

Comprehensive/PTO leave is accrued beginning with the first day of employment for benefit eligible employees. Eligible employees accrue comprehensive/PTO leave each biweekly payroll period. The accrual is based on paid hours, up to 80 paid hours per pay period. Employees’ rate of accrual increases after 5, 10 and 20 consecutive years of active employment. The maximum accumulation for comprehensive/PTO leave is 320 hours.

During a specific period in June and December of each calendar year, benefit eligible employees will have the option to cash-in a portion of unused comprehensive/PTO leave as follows:

Employees may cash-in accrued PTO hours in excess of eighty (80) hours for full-time and forty (40) hours for part-time employees, at 80% of their regular hourly rate of pay, effective July 1, 2009.

Comprehensive PTO leave may be cashed-in units of whole hours only (i.e. sixty (60) minutes each).

Employees whose comprehensive/PTO leave balances exceed the maximum of 320 hours will be automatically paid at the established June and December cash-in dates for all comprehensive/PTO leave that exceeds the maximum accumulation allowed at 80% of their regular hourly rate of pay.

Requests for comprehensive/PTO leave should be submitted to the appropriate supervisor as far in advance as possible. Consideration shall be given to all requests and an employee's preferences shall be respected whenever practicable. However, at times comprehensive/PTO leave may not be granted based on the operational and staffing needs of the department.

Comprehensive/PTO leave must be accrued before it is available for use. New employees who have not yet accrued comprehensive/PTO leave or employees who have exhausted their leave balances must take leave without pay for periods of absence, except as outlined for the advancement of PTO leave for new hires’ observing holidays, as detailed below. Accrued comprehensive/PTO leave balances must be exhausted before an unpaid leave status commences.

Where unscheduled absences occur as a result of illness or emergency situations, employees may be required to use comprehensive/PTO leave until their return to work.

When an employee is unable to report for work as scheduled, the employee is responsible for notifying his/her supervisor within the department's call in procedure. Failure to comply with this requirement will result in the employee’s absence noted as unscheduled in the time and attendance record. The employee must also call in on each succeeding day of absence within the department's call in procedure, unless the length of the absence has been established and approved in advance by the employee's department director or designee.

Situations involving unreasonable usage of unscheduled comprehensive/PTO leave or failure to report an absence per department standards should be handled through the corrective action process.
Comprehensive/PTO leave may be granted to nonexempt employees in increments of no less than fifteen (15) minutes. The combined work time and comprehensive/PTO leave granted to a non-exempt employee shall not exceed the employee’s standard work week hours. PTO should be used to ensure an employee receives a full week of pay when taking approved time off. A nonexempt employee shall not be granted leave without pay for any reason; unless the employee has exhausted his/her entire comprehensive/PTO leave balances. However, if the employee fails to comply with the department's call in procedure, the employee will not be paid for the absence.

The amount of comprehensive/PTO leave granted to an employee shall not exceed the employee's accrued comprehensive/PTO leave balance.

Exception: If the work schedule of a nonexempt employee is temporarily reduced or ceases due to a temporary decrease in the work load or funds of a department or unit, the employee shall have the option to use his/her unused accrued comprehensive/PTO leave or to request leave without pay for such non-worked hours.

Comprehensive/PTO leave shall not be accrued during a leave of absence without pay or any other non-active duty status without pay.

Emory Healthcare observes eight (8) official holidays a year. The specific dates for the observance of these official holidays will be announced each year. On those dates many administrative offices and ancillary departments may be closed. Employees who are employed in those offices or who are approved for the holiday off will be required to use accrued comprehensive/PTO leave for those non-worked hours.

Employees who work on a holiday will not be eligible to also receive comprehensive/PTO leave pay for hours. Employees are not allowed to receive pay for hours worked and comprehensive/PTO leave pay simultaneously.

An employee who changes from a benefit eligible to a non benefit eligible status will be compensated, at the time of the status change, at his/her regular hourly rate of pay for all unused comprehensive/PTO hours leave, provided the employee has completed at least six (6) consecutive months of employment in a benefit eligible status.

Employees who have completed less than six (6) consecutive months of employment in a benefit eligible status will NOT be compensated for unused comprehensive/PTO leave upon changing to an ineligible benefit status.

A benefit eligible employee, who separates from employment with Emory Healthcare, shall be compensated at his/her regular hourly rate of pay for all unused comprehensive/PTO leave hours, provided the employee has completed at least six (6) consecutive months of employment in a benefit eligible status. Employees who have completed less than six (6) consecutive months of employment in a benefit eligible status will NOT be compensated for unused comprehensive/PTO leave at separation.

In the event of death of an employee, such unused comprehensive/PTO leave hours shall be paid to the estate of the deceased employee in the same manner as above.

Employees who have completed six (6) consecutive months of employment in a benefit eligible status are automatically paid unused comprehensive/PTO leave hours at separation. The employee's department leader must notify the organization of the separation or status change by processing an Employee Update Form (EUF) to Human Resources. Once the EUF is received and processed by Human Resources, the Payroll department will process a lump sum check following the final worked payroll check.

**Advancing New Hires PTO Leave for Observed Holidays** – Comprehensive/PTO leave may be authorized in advance of the date of accrual for new employees who are scheduled to be off work due to an official holiday observed in the employee's calendar month of hire. Specifically:

1. Employees who are employed in January, May, July, or September will be advanced comprehensive/PTO leave equivalent to the number of hours he/she is normally scheduled to be off for any official holiday during the initial month of employment.

2. Employees who are employed in November will be advanced comprehensive/PTO leave equivalent to the
number of hours he/she is normally scheduled to be off for any official holiday during the first (3) months of employment (i.e. November, December, January).

3. Employees who are employed in December will be advanced comprehensive/PTO leave equivalent to the number of hours that he/she is normally scheduled to be off for any official holiday during the first two (2) months of employment (i.e., December, January).

Comprehensive/PTO leave hours authorized in advance of accrual as indicated above will appear as a negative (-) balance on the employee's pay stub. These negative hours will automatically be recovered from the employee as he/she earns future comprehensive/PTO leave hours. Any negative hours at separation will be deducted from the employee's final paycheck.

Comprehensive/PTO leave may be authorized in advance of accrual only under the conditions indicated above. Further, such procedures shall not apply to new employees who work on an official holiday or whose scheduled day off coincides with an official holiday.

The Chief Human Resources Officer (CHRO), or designee, is authorized to approve exceptions to the provisions of this section, if extraordinary circumstances warrant such approval. All requests for exceptions to this policy must be submitted in writing to the CHRO.

Combining worked time and comprehensive leave/PTO time
The combination of worked time and comprehensive leave/PTO granted to non-exempt employees should not exceed the employee’s standard work hours. Worked time is defined as hours paid equivalent to the employee’s base hourly rate or the base hourly rate plus one-half. PTO can be used to ensure that the employee receives a full week of pay when taking approved time off. Should the combination of worked time and comprehensive leave/PTO exceed the non-exempt employee’s standard work schedule, the PTO hours should be reduced so that the employee does not exceed his/her standard schedule.

SCOPE/APPLICABILITY:
The Comprehensive/PTO Leave Benefits applies to all benefit eligible EHC employees.

RELATED POLICIES, PROCEDURES, AND ASSOCIATED FORMS:
Extended Illness Leave Benefit policy
Online Leave Request E Vantage
Family and Medical Leave Act (FMLA) policy
Medical (Non-FMLA) Leave of Absence policy
Time and Attendance policy
Employee Update Form (EUF)
Corrective Action policy
Timekeeper’s Manual

CONSEQUENCES OF NON-COMPLIANCE:
Violation of this policy may lead to disciplinary action, up to and including discharge.

X Administrative
__ Departmental