

## NORTHCARE NETWORK

<b>POLICY TITLE:</b> Paid Time Off (PTO)	<b>CATEGORY:</b> Personnel	
<b>EFFECTIVE DATE:</b> 1/1/15	<b>BOARD APPROVAL DATE:</b> 12/10/14	
<b>REVIEW DATE:</b> 10/28/22	<b>REVISION(S) TO POLICY STATEMENT:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>OTHER REVISION(S):</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>RESPONSIBLE PARTY:</b> HR Coordinator	<b>CEO APPROVAL DATE:</b> 12/6/22 Dr. Tim Kangas, CEO	

### **APPLIES TO**

NorthCare Network Personnel

### **POLICY**

It is the policy of the NorthCare Network Governing Board to accrue all paid time off in one leave bank referred to as Paid Time Off (PTO) for employees eligible for benefits.

### **PURPOSE**

The purpose of this policy is to establish the conditions and describe the terms under which employees may accrue and use Paid Time Off.

### **DEFINITIONS**

1. ***Paid Time Off (PTO)*** - A leave accrual benefit which combines vacation and sick leave into one accrual bank, allowing for the accrual of time off for any needed reason.
2. ***Employees Eligible for Benefits*** - Employees hired into a regular full-time or  $\frac{3}{4}$  time position. Employee's hire letter will specify eligibility for benefits.

### **REFERENCES**

N/A

### **HISTORY**

NEW POLICY – 1/1/15

REVISION DATE: 2/18/19, 8/23/19, 5/15/20

REVIEW DATE: 12/3/14, 10/19/15, 8/22/16, 6/23/17, 4/20/18, 2/18/19, 8/23/19, 5/15/20, 3/31/21, 1/27/22, 10/28/22

CEO APPROVAL DATE: 12/3/14, 11/9/15, 9/6/16, 7/13/17, 5/10/18, 3/14/19, 8/23/19, 7/6/20, 4/6/21, 2/1/22, 12/6/22

BOARD APPROVAL DATE: 12/10/14

## **PROCEDURES**

A. Paid Time Off will be accrued according to the following schedule for regular full-time employees. The accrual days will be prorated for regular three-quarter time employees.

<u>Equivalent Years</u>	<u>Max Days Per Year</u>
0 to 1	23 days (7.08 hours per pay period)
1 to 3	25 days (7.70 hours per pay period)
3 to 6	28 days (8.61 hours per pay period)
6 to 10	30 days (9.23 hours per pay period)
10 to 15	33 days (10.15 hours per pay period)
15+ years	34 days (10.46 hours per pay period)

B. The maximum PTO accumulation is 800 hours.

C. Upon termination of employment, accumulated PTO hours will be paid out according to the following:

000 to 300 hours	100% of accrued hours
301 to 700 hours	50% of remaining accrued hours
701 to 800 hours	0% of remaining accrued hours

D. Annually, on the second pay day in November, an employee may convert up to 80 hours to a cash payment at 100% of their hourly rate.

E. An employee may request to donate up to 40 hours to another employee who has a personal or family emergency. The request must be approved by the CEO and/or their supervisor.

F. Employees who leave employment within four months of regular status employment will forfeit all accrued PTO hours.

G. Employees will be expected to submit requests for PTO to their supervisor via email.

H. PTO Requests may be denied or if previously approved may be withdrawn if an employee's absence will negatively impact operations.