



TRAUMA TRUST

Advanced Practice Provider PTO/EIB/Back-up Policy

Purpose:

To establish clear guidance on how PTO is accrued and used and to define what back up pay is and when it will be paid.

PTO Accrual:

Procedure:

- I. **Accruals:** Exempt APP's shall accrue Paid Time Off (PTO) and Extended Illness/Injury Benefit (EIB) based on hours paid (up to 2080 hours per year) in accordance with the following schedules:

- a. Advanced Practice Providers:

Years of Service	Annual PTO*	Accrual per hour	PTO Max	Annual EIB (hours)	Accrual per hour
1-9	240	0.1154	360	52	.025
10>	280	0.1346	420	52	.025

*Annual accruals for full-time employees.

All APP's will receive 1 week (7 days) of CME Vacation per year.

All APP's will accrual an additional 8 hours of PTO if they are scheduled to work a Trauma Trust recognized holiday. That includes the long call shift prior to the holiday. Those holidays are as follows: New Year's Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday following, and Christmas Day.

PTO Use:

Those employees taking PTO will have their hours deducted at the end of the month in which they took vacation. The vacation formula will be 40 hours of PTO deducted for every 7 days of vacation requested.

This will be prorated to 6 hours per day for anytime less than 7 days. For example, if an employee requests 5 days off then they will be deducted 30 hours PTO; 4 days off would be 24 hours PTO and so on.

PTO will be charged hour for hour when a provider calls out. For example, if an APP is schedule to work a 25- hour long call shift and calls out, then they will be charged 25 hours of PTO.

A newly hired APP will not be able to use their PTO until after their probationary phase (90 days) has ended. Management reserves the right to extended probationary period under certain circumstances.

Back-up Pay:

Back-up pay will be paid at a rate of 125\$ per hour. An APP is eligible to receive back-up pay when they are covering for a colleague that is unable to work (only if they have a minimum of 150 hours scheduled in a 28- day period), if they work more than an hour over their prescribed shift, or if they go over 175 hours (7-25's) per month.

Back-up hours and if necessary, supporting documentation will be reported to the Director of APP's NLT than the last day (Saturday) of the current pay period. Failure to do so could result in loss of Back-Up pay wages.

All newly hired APP's that are still paired with another APP are not entitled to receive Back-Up pay until they are cleared to work independently.

EIB Accrual Maximum:

- All employees have an EIB accrual cap of 520 hours.

Accrual Rate: Accrual rates are based upon an employee's date of hire.

- Eligibility to accrue PTO and EIB is contingent upon the employee being in a paid status. PTO is not earned for hours unpaid.
- Employees may accrue up to 1.5x their annual PTO (see schedule above).
- Leave of Absence: Access to accruals during a leave of absence must be taken at the employee's assigned FTE. (An employee may not access accruals at a lower or higher amount than their assigned FTE during a leave of absence.)
- Unpaid Time off: All accruals must be exhausted prior to taking unpaid time off (unless eligible for EIB access). PTO and EIB is not earned for hours unpaid.

Rate of Pay: PTO and EIB are paid at the employee's regular rate of pay.

Access to EIB Accrual: The purpose of Extended Illness Benefit/Injury Benefit (EIB) is to provide coverage to an employee for extended absences from work as a result of illness, pregnancy, or injury of the employee. Employees, after a 90-day probationary period (Management reserves the right to extend probation in certain circumstances), may access their EIB accruals once they have missed their 3rd consecutive scheduled day of work. In this event, the employee's access to EIB will commence after the 25th hour for those working consecutive call shifts. Immediate access to EIB (without waiting period) is available due to:

- **Inpatient hospitalization of employee.**
- **Employee on-the-job-injury that requires time off.**
- **Outpatient surgery -surgery plus recovery is 3 days or more (as verified by physician).**
- **Mental or physical illness, injury or preventative health care (for either Employee or for specified family members).**
- **When an Employee's place of employment has been closed by order of a public official for any health related reason or to care for a child whose school has been closed by order of public official.**
- **To seek law enforcement or legal help for domestic violence or sexual assault (either by Employee or for specified family members).**
- **To seek safety from domestic violence, sexual assault, or stalking, (either for the Employee or for specified family members); and**
- **For bereavement of specified family members.**

Physician certification of any condition in which employee utilizes EIB may be required in order for the employee to gain immediate access to EIB accruals.

As required by **Washington State's Family Care Act**, the employee may use PTO or EIB (without waiting period) for conditions set below:

- Child of the employee with a health condition that requires treatment or supervision;
- Spouse or domestic partner (same or opposite sex), Parent, Parent-in-law, or Grandparent (of the employee) who has a serious health condition or an emergency condition as defined by:

- Requires an overnight stay in a hospital or other medical-care facility;
- Results in a period of incapacity or treatment or recovery following inpatient care; or
- Involves continuing treatment under the care of a health care services provider and includes any period of incapacity to work, attend school, or perform other regular daily activities.
- Children 18 years and older with disabilities that make them incapable of self-care.
- Care of spouse, registered domestic partner, or child *while incapacitated* as a result of pregnancy or childbirth which would generally include some prenatal and postpartum examinations, hospitalization, and during the immediate recovery period after childbirth.

Eligibility for Access of EIB: Workers' Compensation Access: Employees who will receive time loss compensation under Washington State L&I may supplement their time loss payments by accessing limited accruals, up to the amount of the employees pay for the hours the employee would have worked had the employee been available to work. The employee may choose to use either PTO or EIB to supplement time loss payments.

Non-Worker's Compensation Re-injury/Relapse: When an employee attempts to return to work and, within 48 hours of the return to work, is unable to continue to work due to the same illness or injury (of themselves or of the family member pursuant to State and or Federal law) which had precipitated their absence, if EIB had been accessed previously, EIB may be accessed again despite the break in consecutive scheduled hours off. EIB may not be utilized retroactively, but from the 25th missed work hour forward.

Termination of Benefits: Cash out of accruals will be paid to employees who terminate in good standing with Trauma Trust as follows:

- Unused PTO accruals paid at 100% (Does not apply to Physicians).
- EIB accruals are NOT paid at time of termination
- "Good Standing" Defined: An employee is not "in good standing" if they are being discharged for cause, or they have given insufficient notice of resignation in accordance with contractual or HR policy requirements, or

have failed to work out their notice period (i.e., calling in short notice for remaining shifts without a medical certification).

- EIB is not available to employees on a scheduled vacation or during the period of notice of termination of employment, except when the employee is hospitalized or treated by a physician and provides documentation of the treatment.
- **Employees may not access PTO/EIB after submission of resignation unless approved by management.**

Short Notice Requirements: In case of illness or other personal emergency requiring a short notice absence, the employee is required to notify their supervisor or designee immediately, but not less than two (2) hours prior to the beginning of their shift for providers; not less than one (1) hour for non-provider personnel.

Proof of Illness: Trauma Trust reserves the right to require reasonable written proof of illness or injury for an absence of any duration. If the employee is absent 3 consecutive days or more, the employee may be expected to submit satisfactory evidence of injury, illness or disability as a condition of payment of EIB/PTO. Proven abuse, misuse or pattern of PTO/EIB will be grounds for discipline that may lead to discharge. Prior to any discipline for excessive absenteeism, the manager/supervisor will counsel the affected employees regarding their absenteeism.

Military Leave (USERRA): If an employer allows accrual of vacation for employees who are on a comparable furlough or leave of absence, then a person of similar seniority, status and pay who is absent for uniformed service is entitled to the same benefit, because USERRA treats the individual as being on furlough or leave of absence while performing uniformed service. USERRA requires an employer to allow an individual to use earned vacation credits while absent for service, providing that usage is at the employee's request. An employer may not require the use of vacation for a service absence, unless the absence coincides with a period, such as a plant shutdown, when ALL employees are required to take vacation.