



Title: Paid Time Off/Extended Illness Benefit	
Approval By: Trauma Trust Leadership Team	Date of Approval: 7/14 Effective: 7/14 Revisions: 1/04, 6/13, 4/14, 7/14, 2/15, 8/16, 1/18

This policy establishes the Trauma Trust policy and procedure for administration and access to Paid Time Off (PTO) and Extended Illness Benefit (EIB). **This policy applies to all Trauma Trust Administrative employees.**

Policy Statement:

Trauma Trust provides for the accrual of hours to be made available to eligible employees. Eligible employees are regular status employees whose assigned FTE is .5 or above. (PTO hours include vacation, sick as it relates to the initial 24 hours, and holidays.)

Procedure:

- I. **Accruals:** Exempt and Non-Exempt Administrative employees 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. Administrative Employees:

Years of Service	Annual PTO*	Accrual per hour	PTO Max	Annual EIB (hours)	Accrual per hour
0-1	200	.0962	300	52	.025
1-3	240	.1154	360	52	.025
4-9	280	.1346	420	52	.025
10+	320	.1538	480	52	.025

*Annual accruals for full-time employees.



- b. Mid-Level Providers: See Mid-Level PTO policy.
- c. Physicians: See employment agreement

- c. **EIB Accrual Maximum:**
 - a. All employees have an EIB accrual cap of 520 hours.

- d. **Accrual Rate:** Accrual rates are based upon an employee's date of hire.
 - a. Eligibility to accrue PTO and EIB is contingent upon the employee being in a paid status. PTO is not earned for hours unpaid.
 - b. Regular non-exempt, exempt, and supervisor employees may accrue up to 1.5x their annual PTO (see schedule above).

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

- f. **Access to PTO Accrual:** Employee access to PTO accruals begins after successful completion of a probationary period of 90 days. (Management reserves the right to extend probationary period under certain circumstances). PTO accruals are to be accessed for all absences which include holidays except for those that meet EIB criteria as set forth herein. An employee will receive pay equal to their assigned FTE each pay period by the combination of hours worked and access to available accruals.
 - a. Requirement to Access Accruals: Exempt and Non Exempt employees are required to utilize accruals on any occasion when they are unable to work as scheduled unless directed not to work by management due to a low census or environmental conditions (internal or external), in which event an employee may choose to either utilize accruals or to take cut hours. (Employees may not access accruals when they are off work due to a disciplinary suspension).
 - b. Exempt employees: PTO accruals are to be accessed in full day increments (8 hours) for all absences including holidays and excluding those that meet EIB criteria set forth herein. Exempt employees may not choose unpaid time for these conditions when the employee has PTO accruals in his/her bank.

Employees may use PTO as it is accrued. Non Exempt Employees may not carry a negative PTO balance at any time.



- c. 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.)
- d. 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.
- g. **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 on the 4th day; or 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.



Trauma Trust

Human Resources

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

- a. Child of the employee with a health condition that requires treatment or supervision;
 - b. 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.
 - c. Children 18 years and older with disabilities that make them incapable of self-care.
 - d. 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.
- i. 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.
 - ii. 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.



- h. PTO Access for Holiday Work:** Employees must access their PTO accruals on any designated holiday. Designated holidays are New Years Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day After Thanksgiving and Christmas Day.

 - a. Any salaried employee, who works a scheduled holiday, will not be charged PTO for said holiday. Mid-level providers who work on a scheduled holiday will receive compensatory time of 9 hours added to his/her accrual balance.

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

 - a. Unused PTO accruals paid at 100% (Does not apply to Physicians).
 - b. EIB accruals are NOT paid at time of termination
 - c. “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).
 - d. 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.
 - e. Employees may not access PTO/EIB after submission of resignation unless approved by management.**

- j. Scheduling:** All requests for time off must be scheduled in advance in accordance with Trauma Trust policies and be approved by the Supervisor. (This scheduling requirement does not apply to uncontrollable events such as the employee’s illness.) The corresponding department will schedule time off in such a way as will least interfere with patient care and work-load requirements of the organization. Patient care needs will take precedence over individual requests.

 - a. PTO Request Procedure: PTO requests should be made as far in advance as possible. Managers will make every effort to arrange coverage so that all employees will have an opportunity to receive paid time off. In general, each department is encouraged to have an open sign up period of time at the beginning of each calendar year during which employees



make their time off requests for the ensuing year. In the case of conflicts, priority should be given to the employee with the greater length of service; however, the employee who has not received approved time off from work of five or more days during the preceding six months should have priority. In the case of time off requests made after the sign-up period(s), priority will be given to requests on a first-come, first-served basis. So long as sufficient staffing is assured, requests will be honored to the extent feasible. Trauma Trust reserves the right to rescind approved time off in the case of extreme hardship.

- b. Employees are encouraged to take time off in one-week increments to facilitate scheduling. Time off should start with regular weekends off, if possible.
- c. **Scheduled Time Off involving Holidays:** In accordance with departmental policy, employees should submit requests for time off on a traditional holiday far enough in advance to ensure sufficient planning for staffing.
 - i. Holiday preference requests will be granted whenever possible.
 - ii. If all holiday preferences cannot be met, the following method will be used for determining requests:
 - 1. Person who worked the holiday the previous year will take precedence over a person who did not.
 - 2. Length of service.
 - 3. Usual weekend off is not a guarantee to have off the accompanying holiday.
- k. **Loss of PTO Leave:** Employees will not lose accrued PTO leave if the employee was not given a reasonable opportunity to use it.
- l. **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.
- m. **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.

- n. **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.