



Category: Human Resources

Title: Paid Leave

Applies to:

- St. Peter's Health Partners (SPHP)
- All SPHP Component Corporations
- All SPHP Affiliated Organizations
 - Foundations:** NEH Foundation, Inc.; Seton Foundation, Inc.; St. Peter's Foundation, Inc.; Sunnyview Foundation, Inc.; The Community Hospice Foundation, Inc.
 - Auxiliaries:** Seton Auxiliary, Inc.; St. Peter's Auxiliary
 - Beechwood Coop;
 - Glen at Hiland Meadows, Inc.
 - Samaritan Child Care Center, Inc.
 - Samaritan Medical Office Building, Inc.
 - Seton Real Property Holdings, LLC
 - St. Peter's Health Partners Medical Associates (SPHPMA)**

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PURPOSE

In order to recognize employees' need for time away from work, St. Peter's Health Partners (SPHP) supports a paid leave program which provides time off with pay for personal needs, vacations, holidays, and short-term illness.

POLICY STATEMENT

Except in emergency situations, the payment and scheduling of paid leave is subject to prior management approval based on the workload and needs of the department. Leaders and employees are jointly responsible for the annual scheduling and use of paid leave.

SCOPE OF AUTHORITY / COMPETENCY

All employees of St. Peter's Health Partners

PROCEDURE

- I. All full-time and regular part-time employees authorized to work thirty (30) hours or more per pay period will accrue paid leave with the following exceptions: employees who have agreed to alternative employment or scheduling options, such as track and baylor.

- II. Paid leave benefits are accrued based on job classification, exempt/non-exempt status, full- or part-time status, length of continuous service and hours paid in a pay period. Job classification determines whether the employee will accrue on a regular or accelerated schedule.
 - a. Paid leave is accrued on regular hours worked plus paid leave, military leave (to the extent that an employee receives a paycheck from SPHP), bereavement leave and jury duty hours. Paid leave is not accrued on overtime hours.
 - b. The paid leave accrual rate for employees is based on the adjusted hire date in Lawson. This date is the employee's original date of hire, re-hire date or date upon which time accruals is based. The adjusted hire date is the date that determines years-of-service for paid leave accrual purposes.
 - c. Accrual begins immediately upon employment, **but will not be available until after three (3) months** of employment except for situations noted in the section titled Guidelines, X.
 - d. There is no maximum account balance within a payroll year; however, the maximum account balance that can be carried forward from one payroll year to the next is two hundred and eighty-five (285) hours. Paid leave hours must be reduced to the maximum by the last pay period ending date in the month of December unless Christmas and New Year's fall within the same pay period. If this occurs, employees have until the first pay period end date in January.
 - e. Four (4) times per year employees are given an opportunity to sell up to **one hundred (100) hours** or their authorized bi-weekly hours, whichever is greater. To be eligible for selling paid leave, the employee must:
 - i. Have been employed at least **one (1) year** as of the effective date of the buyout
 - ii. Have a paid leave balance of at least thirty-seven and one half (37.5) hours after the hours have been paid out
 - iii. Be in a title below Director

- III. In the schedules below, days per year and hours per pay period are given as an illustration for full-time employees working seventy-five (75) hours per pay period.

PTO TIER1	Non-Exempt Staff		
Length of Employment*	Accrual Rate Per Hour	Days Per Year	Hours Per Pay Period
0 ~ 4 Years	9.23%	24	6.92
5 ~ 9 Years	10.77%	28	8.08
10 ~ 14 Years	11.54%	30	8.65
15 ~ 19 Years	12.31%	32	9.23
20 - 24 Years	13.08%	34	9.81
25+ Years	14.62%	38	10.96

PTO TIER2	Non-Exempt Supervisors and Clinical (Lic) Professionals, Exempt Staff and Eligible Staff MDs		
Length of Employment*	Accrual		
	Rate Per Hour	Days Per Year	Hours Per Pay Period
0 ~ 4 Years	10.77%	28	8.08
5 ~ 9 Years	12.31%	32	9.23
10 ~ 14 Years	13.08%	34	9.81
15 ~ 19 Years	13.85%	36	10.38
20+ Years	14.62%	38	10.96

PTO TIER3	Exempt Supervisor, Manager and above, including MD Leadership		
Length of Employment*	Accrual		
	Rate Per Hour	Days Per Year	Hours Per Pay Period
0 ~ 4 Years	11.54%	30	8.65
5 ~ 9 Years	13.08%	34	9.81
10 ~ 14 Years	13.85%	36	10.38
15 + Years	14.62%	38	10.96

GUIDELINES

- I. Requests for vacation and personal time off should be submitted as far in advance as possible, consistent with the procedure identified by the supervisor of the work unit.
- II. Time lost due to non-work related illness or injury is charged on the paid leave account up to and including the number of days usually scheduled to work per week. This applies to each separate instance of illness or injury. When the absence extends beyond one work week, paid leave can be used in conjunction with short-term disability benefits. See Short-term Disability Policy.
- III. An employee may be eligible to receive payment for paid leave in addition to pay for hours worked when previously scheduled and approved paid leave is canceled due to critical needs of the organization.
- IV. Payment of scheduled paid leave is subject to the approval of the supervisor of the work unit based on the needs of the department and compliance with policy.

- V. Failure to “call in” in accordance with department policy may result in denial of paid leave. Paid leave, which has not been scheduled in advance, will be considered unscheduled paid leave.
- VI. Exempt employees must use Paid Leave in whole day increments. An exempt employee who works four (4) hours or greater will not be required to use Paid Leave. An exempt employee who works less than four (4) hours must use one (1) day of Paid Leave.
- VII. Employees must use accrued paid leave with the exception of instances in which business volume does not require the current staffing level. Employees will be responsible for continuing benefits premium costs. Exempt employees can only request to take time off without pay in whole day increments.
- VIII. Other than as noted in VII above, at no point may an employee take time off without pay if s/he has paid leave accrued and available.
- IX. It is the employee’s responsibility to monitor their accruals and work with their supervisor to utilize paid leave annually.
- X. Upon termination, employees who have completed one (1) or more years of service will receive payment for the balance of their paid leave account provided they have met the criteria outlined in the organization’s end of employment policy.
- XI. Use of paid leave is not required for purposes of bereavement leave, jury duty, voting time or military leave.
- XII. Paid leave is accrued but not available for use prior to three (3) months of continuous employment, EXCEPT:
- a. Paid leave may be used for designated holidays in the first three (3) months. If paid leave accrual is insufficient to cover the holiday, accrual will go negative.
 - b. Pre-employment agreements approved by the supervisor at time of hire.
 - c. If required to take off time as a result of a reduction in work hours due to a downturn in patient census or workload or an environmental condition (inclusive of loss of heat, lights, telephone outage or lack of parking facilities due to snow or flooding) should occur.
 - d. Death of family member other than those specified in the Bereavement Leave Policy.
- XIII. Employees within their first three (3) months of employment may choose, with supervisory approval, to take time off without pay.
- XIV. As an expression of support for fellow employees experiencing either short or long-term absence from work due to a difficult personal situation, employees may donate accrued paid leave. This program is intended to provide additional paid leave to employees who are required to be away from work for a period of time greater than their accrued leave benefits. It is not intended to be used for holidays or vacation.
- XV. Employees who have completed at least one (1) year service and change from authorized hours to “0” hour’s status must comply with the notice requirements defined in the end of employment policy. Failure to do so will result in forfeiture of accrued paid leave. Employees who change status to “0” hours (float, per diem, temporary) or part-time (less than 30 hours per pay period) prior to one (1) year of service will also forfeit all accrued paid leave.
- XVI. If an exempt employee works part of the day and has insufficient paid leave to cover the hours not worked, regular hours must be used to pay employee for entire day.

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