

**Good Samaritan Health & Wellness Center**  
Policies and Procedures

Subject: Attendance/Absences	Policy #: 1.8
Prepared by:	Revision #: 1
Approved by: Board of Directors	Effective Date: 5/27/2016

## 1.8 Attendance/Absences

The operation of the Center is dependent upon the full and timely attendance of all employees. Employees are to adhere to the hours set up by their supervisor.

### **Paid Time Off**

An allowance of paid time off is provided for employees to be used for vacation, personal/family emergencies and medical requirements. The use of this allowance can be for any one category or for any mix of the above categories, as determined by the employee. Paid time off must be scheduled with the supervisor in advance. The amount of the allowance for each year of service will be determined as follows:

- a) Starting with date of employment until s/he attains four years of service, effective on the anniversary date of employment:  
-3 weeks (15 days), accrued at the rate of .577/payroll period
- b) At five years of continuous service through the end of employment:  
-4 weeks (20 days), accrued at the rate of .769/payroll period
- c) Employees in the 10<sup>th</sup> through 20<sup>th</sup> years will earn 24 days, accrued at the rate of .923/payroll period.
- d) Employees with 21 years employment and more will earn 28 days each year, accrued at 1.077/payroll period.

The first paid time off cannot begin before 3 months of employment.

Paid time off for full time employees can be taken in as little as one-half day periods.

Paid time off will not carry over from one year to another and pay will not be used in lieu of paid time off days forfeited.

## **Disability Leave**

An absence with or without pay can be granted by approval of the Executive Director or the Chairman of the Board as appropriate which will consider the circumstances with a periodic review of the medical record for the following reasons:

- Death of a Family Member
- Hospital admission
- Outpatient surgery
- Outpatient medical procedure or treatment
- Situations where health regulations prohibit the performance of duties
- Valid and properly reported work injury
- Long term illness or injury (25 hours or more of consecutive time)
- Reasonable accommodation of recognized disability

Employees earn disability leave at the rate 5 days every year. Unused disability leave will not carry over from one year to another and pay will not be issued in lieu of disability leave days forfeited.

## **Military Leave**

Military leaves are governed by federal and state law, and will be treated in accordance with applicable regulations. Generally, such leaves include National Guard and Reserve duty, and must be granted. Where reasonably possible, employees must give advance notice before taking a military leave of absence.

Full-time and part-time employees with benefits will be paid the difference between their military base pay (not including allowances) and their normal straight time salary for up to 10 days each calendar year. Such employees will submit a receipt or certification of their military pay to the Center. An employee may use his/her PTO for the purpose of military duty.

During the period of leave, the employee will retain his/her previously earned seniority, PTO, but no additional benefits shall accrue. Employees honorably-discharged from military service are entitled to reinstatement to their former positions upon returning from military leave.