

Policy # 8.10

POLICY TITLE: Paid Leave Time	POLICY # 8.10	ADAPTED FROM	
Topic Area: HUMAN RESOURCES	Page 1 of 6	REVIEW DATES	
Applies to: Lakeshore Regional Entity (LRE)	ISSUED BY: Chief Executive Officer	3/20/14	11/14/16
Developed and Maintained by: LRE CEO & Human Resources Coordinator		5/1/15	7/23/18
		8/20/15	8/5/20
		7/1/2016	10/5/21
Supersedes: N/A	APPROVED BY: CEO	10/1/2016	6/15/22
	Effective Date: 4/1/2014	Revised Date: 6/15/2022	

I. PURPOSE

To establish policy and procedures governing the availability and usage of approved paid leave time.

II. POLICY

It is the policy of the Lakeshore Regional Entity that each regular full-time employee will be eligible for paid leave time. This will include paid time off (vacation and/or sick time), holidays, bereavement and jury duty.

III. APPLICABILITY AND RESPONSIBILITY

All employees

IV. MONITORING AND REVIEW

The LRE shall review at least annually, and as necessary, to maintain an adequate and acceptable standard of compliance and oversight as a Prepaid Inpatient Health Plan

V. DEFINITIONS

Paid Leave Time - Paid leave time includes all paid time off (PTO) available to the employees of the Lakeshore Regional Entity.

VI. PROCEDURES

1. **Paid Time Off**

- 1.1 Regular full-time employees will begin accruing paid time off hours on their first day of employment with LRE. PTO accruals will be pro-rated for employees whose hire date does not fall on the first day of the payroll cycle and for employees whose termination date does not fall on the last day of the payroll cycle.
- 1.2 Regular full-time employees will accrue paid time off according to the schedule listed below. Regular part-time and regular contingent employees' paid time off accrual will be pro-rated based on actual hours worked.

LENGTH OF SERVICE	APPROXIMATE DAYS EARNED PER YEAR	RATE OF ACCRUAL OF PAID TIME OFF
Date of hire through completion of year 5	26	8 hours per pay period
Five Years to Six Years	27	8.31 hours per pay period
Six Years to Seven Years	28	8.62 hours per pay period
Seven Years to Eight Years	29	8.92 hours per pay period
Eight Years to Nine Years	30	9.23 hours per pay period
Nine Years to Ten Years	31	9.54 hours per pay period
Ten Years or More	32	9.85 hours per pay period

- 1.3 Accrued paid time off in excess of 320 hours will be forfeited if not used by September 30.
- 1.4 Annually employees with PTO balances above 120 hours on September 30 will be allowed to trade in a maximum of 80 hours of accrued PTO for a payment of up to 80 hours at their regular rate of pay. Employees must complete a PTO Buy Back Form and submit it to the Payroll Department for review no later than August 31 of the current fiscal year. Trade ins resulting in PTO balances that fall below 120 hours will not be approved. Employees who do not have 120 PTO hours and have not taken at least 80 hours of PTO during the fiscal year are not eligible to participate in the LRE's annual buy back process.
- 1.5 An employee on short term disability leave, long term disability leave, worker's compensation leave, or any type of unpaid leave of absence will not be eligible to accrue paid leave time while he/she is off on this type of leave.

2. Use of PTO

- 2.1 Employees may use only PTO hours currently in their accounts. They may not use PTO hours that will accrue during the current pay period.
- 2.2 Paid time off must be used each time the employee requests time off for vacation, personal or sick time. If the employee does not have paid time off hours available to use, he/she may, with the approval of his/her supervisor, take time off without pay. In the event any employee takes paid time off for five (5) or more continuous days due to illness, he/she will be required to furnish a

return to work slip from his/her doctor.

- 2.3 Employees are required to submit requests for paid time off to their supervisor as much in advance of the time off as possible.
- 2.4 If paid time off is taken for illness or an unexpected personal leave, it is expected the employee will notify his/her supervisor that he/she will not be in and submit an Application for Leave form on his/her first day back at work.
- 2.5 Requests for paid time off will generally be granted in the order received. Supervisors retain the right to not grant a paid time off request if doing so would create a situation in which it would be difficult for the organization to meet consumer needs and/or operational demands.
- 2.6 If a holiday recognized by LRE as a paid holiday falls during an employee's approved paid time off, he/she will receive holiday pay for this day in lieu of paid time off leave.
- 2.7 Staff members who are non-exempt may take PTO in increments of 15 minutes.
- 2.8 Staff members who are exempt are only required to use PTO in 1 hour blocks of time.
- 2.9 As soon as a supervisor approves PTO, even if it is well in advance of the date(s) for the time off, the supervisor will return the signed copy of the Application for Leave form to the employee to retain and attach to the timesheet that includes that day / those days of leave.

3. Donated PTO

- 3.1 Employees may receive donated PTO from fellow employees' if they are out on sick leave for an extended period of time and have exhausted all of their PTO.
- 3.2 PTO donations are voluntarily made by fellow employees. It is encouraged that there be no solicitations in this regard. All donations will be anonymous and confidential.
- 3.3 Employees willing to donate PTO must provide written authorization using the PTO Donation Form and submit it to the Payroll Department.
- 3.4 Employees who would like to receive donated PTO must complete the PTO Hours Request form and meet the following criteria: 1) be under doctor care, caring for an immediate family member under doctor care, or experiencing a Significant Life Event; and 2) have not received more than two weeks of

donated PTO for the current event. Supporting documentation may be requested.

- 3.5 Requests for donated PTO will be granted in the order received and are contingent upon the hours available in the company-wide PTO account.

4. PTO Payment

- 4.1 Paid time off shall be paid at the employee's regular rate of pay at the time the paid time off is taken.
- 4.2 An employee who has worked for LRE less than 90 consecutive calendar days will forfeit his or her accrued PTO balance upon separation from employment.
- 4.3 Upon separation from employment, employees who have worked for LRE for more than 90 days and who have an accrued PTO balance will receive the value of the PTO accrued.

Employees will be paid the balance in a lump sum check or they may elect to defer all or a portion of the value of the accrued PTO into a 401(a) Deferred Compensation Plan account up to the maximum deferral limits established by the IRS annually. Failure to elect to defer to a 401(a) Deferred Compensation Plan account in a timely manner (prior to the next payroll run) will result in the payment of the value of the accrued PTO in a lump sum.

Terminating employees may use a PTO maximum of 5 working days beyond their last day of work in the office.

5. Unpaid Leaves

- 5.1 Upon the written approval of the employee's immediate supervisor and the Chief Executive Officer, an absence without pay may be granted an employee. Insurance premiums must be paid by an employee during the period of unpaid leave, or the coverage will cease four (4) weeks into the unpaid leave. No other fringe benefits will accrue during an unpaid leave.
- 5.2 All available paid time off benefits must be used before any unpaid time is requested.

6. Bereavement Leave

- 6.1 All regular full-time employees will be allowed **UP TO** five (5) paid days bereavement leave for a death in the immediate family. Immediate family includes spouse, child, current step-child, grandchild, parent, parent-in-law, current step-parent, sibling, current step-sibling, and

grandparent.

- 6.2 All regular full-time employees will be allowed **UP TO** three (3) paid days bereavement leave for a death in the extended family. Extended family includes aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law, sister-in-law, current step-parent-in-law, current step-grandparent-in-law, and grandparent-in-law.
- 6.3 Regular part-time and regular contingent employees will be paid for time off on a pro-rata basis based on the number of hours set in their normal schedule.
- 6.4 In the event of a later specified bereavement event, bereavement may be taken within a 1 year period following the death of the employee's family member. Future dates must be requested at time of the death. If the exact dates are not known, an estimate of the dates will be accepted until further determined. All dates for a bereavement event must be on one leave form.
- 6.5 Bereavement will be paid at the employee's normal pay rate for any workdays not worked due to bereavement leave.
- 6.6 With supervisory approval, accrued paid time off hours may be used to extend bereavement leave time beyond the limits specified in Procedures 1 - 4 above.
- 6.7 Employees on short term disability, long term disability, or worker's compensation leave are not eligible to receive paid time off for bereavement leave since the employee is not able to work during these leave times.
- 6.8 Employees wishing to use Bereavement must fill out an Application for Leave form. All bereavement must have supervisor approval and the approved leave form must accompany the applicable Timesheet for the employee.

7. Holiday

- 7.1 The following are paid LRE Holidays: New Year's Day, Martin Luther King Day As Observed, President's Day, Memorial Day, Juneteenth, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day, Day After Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve Day.

- 7.2 **Observance of Holidays Occurring on a Weekend**
If any of the above listed holidays fall on a Saturday, the preceding Friday will be observed as the holiday. If any of the above listed holidays fall on a Sunday, the following Monday will be observed as a holiday. Employees may, with supervisory approval, take off eligible weekend holidays on days other than those listed in this procedure.
- 7.3 **Eligibility for additional Holiday Pay compensation – Non-exempt staff only**
- (a) In order to be eligible for additional holiday pay compensation if an employee is required to work, the employee must work the scheduled day immediately before and immediately after the holiday unless he/she is on paid leave.
 - (b) Employees on unpaid leave of absence or employees who are off on short term disability leave, long term disability leave, or worker's compensation leave are not eligible for holiday pay.
 - (c) Employees on disciplinary suspension without pay are not eligible for holiday pay.

8. Jury Duty

- 8.1 All employees called for jury duty shall present their supervisor and the Payroll Department with a copy of their notification of jury duty immediately upon its receipt from the court system. This will allow the employee and supervisor to plan for coverage of their normal job duties during the period of potential absence and will alert the Payroll Staff of the need for jury duty paid leave.
- 8.2 Employees shall complete their time record to reflect any complete or partial day absence due to jury duty service. Employees are expected to report to work on any day that their jury service ends prior to the conclusion of their normal work schedule at LRE.
- 8.3 Upon receipt of jury duty pay, employees shall countersign the check issued by the court system and submit it to the Payroll Department for payment to the Agency. This will enable the employee to continue to receive their normal pay during a period of jury duty service, but will eliminate duplicate compensation by LRE and the court system.
- 8.4 Employees on a short-term disability, long term disability, or worker's compensation leave or any type of unpaid leave of absence are not eligible to receive paid time off for jury duty since the employee is not able to work during these leave times.

VII. SUPPORTING DOCUMENTS:

Application for Leave form
PTO Hours Request form
PTO Donation form
PTO Buy Back form

VIII. RELATED POLICIES AND PROCEDURES

None