

**SCOPE:** This policy is applicable to all non-union-represented employees at Louisiana Children's Medical Center Health d/b/a LCMC Health and its member hospitals, facilities, and subsidiaries (collectively "LCMC").

**I. Policy Statement**

Paid Time Off (PTO) is designed to provide employees with paid time when scheduled off for vacations, illness, or other personal reasons.

**II. Eligibility**

Full-time and part-time PTO eligible employees below the level of director are eligible for PTO. Flex pool, per diem, temporary, students, Limited Assignment, Limited Benefits, and contract employees are not eligible for PTO. Directors, Medical Staff, and Senior-level Leaders do not accrue PTO. For these employees, guidelines have been established to assist employees and their supervisors in determining reasonable amounts of time away from work. These represent guidelines, and the time away from work is at the discretion of the employee and their supervisor and subject to each person's position's demands. Employees who are eligible for PTO under a separate policy or plan do not accrue PTO under this policy.

**PTO Guidelines**

**A. Accrual and Use of PTO**

1. Full Time and Part Time Employees: PTO eligible employees begin accruing PTO effective their date of hire or the date that the employee transfers into a PTO eligible position. Employees may use their PTO after a ninety (90) day vesting period. Therefore, employees may use PTO in the pay period following ninety (90) days of employment, transfer, or status change into a PTO eligible position.
2. Directors, Physicians and Above who are not eligible to accrue PTO may begin taking time off from work immediately with administrative approval.
3. PTO is accrued on regular working time including overtime and call-back hours as well as on approved time away from work such as PTO, Low Census/Call Time Off, Reserve Sick/EI, Holiday, Floating Holiday, Jury duty, or Bereavement. PTO accrues based on eligible hours worked/submitted, up to the number of hours the employee is regularly scheduled to work (FTE hours). PTO does not accrue on on-call hours or hours cashed out (see PTO Cash Out Policy – HR 107).
4. PTO will not accrue during a leave of absence.

5. PTO Accrual Limit / PTO Cap: There is no PTO accrual limit or cap during the year.
6. PTO Annual Carryover: Employees may carry over the following PTO amounts from one calendar year to the next based on their years of service:

<b>Years of Service</b>	<b>Maximum PTO Carryover Amount</b>
<b>0-5 yrs.</b>	<b>200 hours</b>
<b>5-10yrs.</b>	<b>220 hours</b>
<b>10+ yrs.</b>	<b>240 hours</b>

7. PTO balance amounts greater than the Maximum PTO Carryover Amounts shown above at the end of the year will be forfeited if not cashed out or used or donated before the first full pay period of the following year.

**B. PTO Buy Back**

Employees may cash out PTO annually, penalty-free, as outlined in Human Resources Policy 107a.

**C. Requests for PTO**

1. Scheduled time off is a benefit. Requests for PTO must be submitted to the supervisor, according to the department guidelines. In case of absence due to sudden illness or emergency, the employee must notify the supervisor as soon as possible, according to department guidelines. Every effort will be made to approve PTO requests in a fair and equitable manner based on the needs of the department.
2. Employees in non-exempt positions request PTO in fifteen-minute increments. PTO requests may not exceed normally scheduled hours.
3. Employees in exempt positions request PTO in 4-hour increments.
4. Employees are required to use PTO hours for approved and unapproved time away from work when accrued, unused PTO hours are available. The only exceptions are Holidays, Personal Wellness Day, and reasons outlined within section E, Special Circumstances, of this policy. If an employee lacks PTO, they are not permitted scheduled time away from work without administrative approval.
5. Directors, Physicians and Senior-level Leaders who do not accrue PTO, time away from work should be recorded as non-productive paid time off.

**D. Special Circumstances for the use of PTO**

1. Flexible Staffing

Call-off time due to low census or decrease in workload will be either paid through PTO or taken without pay, whichever the employee chooses (See Staffing Policy – HR 303).

2. Short-term Disability Elimination Period

Reserve Sick/EI may be utilized in conjunction with PTO during the short-term disability elimination period, otherwise the time will be unpaid. Directors, Senior-level Leaders, and Physicians must use NPRD hours during the elimination period. The following rules apply to the use of Reserve Sick/EI.

- a. An employee who regularly works twelve (12) hour shifts will be eligible to use available Reserve Sick/EI hours (if available) after two (2) consecutive workdays not worked due to personal illness.
- b. An employee who regularly works eight (8) hour shifts will be eligible to use available Reserve Sick/EI (if available) after three (3) consecutive scheduled workdays not worked due to personal illness.
- c. An employee who is hospitalized as an inpatient or submits to outpatient surgical procedures during the first three (3) days of leave (two (2) consecutive workdays for employees who work twelve (12) hour shifts), will be eligible to use available Reserve Sick/EI from the first day of hospitalization or from the day the outpatient surgery occurs.
- d. If an employee has given notice of his or her intent to resign, reserve sick/EI and short-term disability may not be taken during or at the end of the notice period. Exceptions may be made with administrative approval.

3. Workers' Compensation

If an employee sustains an on-the-job injury and is eligible to receive workers' compensation, the employee may use PTO to supplement workers' compensation pay after first exhausting any Reserve Sick/EI hours. Alternatively, the employee may elect to receive only workers' compensation after the mandatory time period as established by Louisiana law. The employee's combined PTO or Reserve Sick/EI pay, and workers' compensation benefit may not exceed the employee's regular weekly pay.

**E. Emergency Negative PTO Balance**

During an emergency event in which an employee is unable to work their regular scheduled hours, Full-Time and Part-Time employees may be allowed to go into a negative PTO balance with approval from LCMC Health's Chief Human Resources Officer.

**F. Second Position**

An employee cannot work and be paid regular hours on a second position/job within LCMC Health while on PTO in the first position.

**IV. Payment of PTO**

**A. Payment**

PTO is paid at the employee's regular base hourly rate without differentials or other pay premiums. PTO hours are not counted as "worked hours" for the purpose of computing overtime.

The combination of the employees' worked hours and PTO per pay period cannot exceed the employees' normal bi-weekly schedule (unless approved in writing by the administrator for the area as discussed above).

**B. Change of Status**

Employees who have accrued, unused PTO and change their status to a PTO ineligible status will be paid 100% of their PTO hours on the first pay date after the status change.

Employees ineligible for PTO who change to a status eligible for PTO may take PTO after ninety (90) days of service in the PTO eligible position. Exceptions require department administrative approval.

**C. Termination**

Upon termination of employment of PTO-eligible employees, accrued and unused PTO will be paid to the employee in their final paycheck. Employees who terminate employment prior to completing ninety (90) days of employment in a PTO eligible position will not receive payout of PTO.

Terminated employees who used PTO before accruing it and have a negative PTO balance will have the dollar amount of the used PTO withheld from their final paycheck.

**V. Accrual Table**

PTO is available to employees at rates based on the employee's position, work status and length of service. PTO accrual rates are based on regular working time and on approved time away from work as shown below.

<b>Years of Service</b>	<b>Staff Accrual Rate/Hour Worked</b>	<b>Max Days Accrued (Based on working full-time hours)</b>	<b>Managers, APPs Accrual Rate/Hour Worked</b>	<b>Max Days Accrued</b>	<b>CRNAs Accrual Rate/Hour Worked</b>	<b>Max Days Accrued</b>	<b>Directors, Physicians, and Senior-level Leaders</b>
0-1 year	.0577	15	.0654	17	.0962	25	Do not accrue PTO
1-4 years	.0654	17	.0731	19	.1038	27	Do not accrue PTO
5-9 years	.0846	22	.0923	24	.1115	29	Do not accrue PTO
10-19 years	.0962	25	.1038	27	.1192	31	Do not accrue PTO
20+ years	.1038	27	.1115	29	.1192	31	Do not accrue PTO

**RELATED POLICIES:**

Holidays Policy – HR 103

Flex Time Policy – HR 204

PTO Cash Out Policy – HR 107

PTO Buy Back – HR 107a

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