

**SCOPE:** This policy is applicable to all union-represented employees at University Medical Center New Orleans.

## **I. Policy Statement**

The paid time off (PTO) bank is a flexible, earned time off program intended to provide employees (below the level of director) with time off for vacations, holidays, floating holidays, illness or other personal reasons, after ninety (90) days of employment (vesting period), as approved by the department director or designee.

## **II. Eligibility**

Full-time and part-time employees below the level of director are eligible for PTO. Flex pool, per diem, temporary, students, Limited Assignment, and contract employees are not eligible for PTO. Directors, Physicians and Above 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 the demands of each person's position.

## **III. PTO Guidelines**

### **A. Accrual and Use of PTO**

1. Full Time and Part Time Employees: 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.

PTO is accrued on regular worked 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).

Employees on paid FMLA will accrue and remain eligible for PTO. PTO will not accrue during a non-FMLA leave or a leave of absence without pay.

**B. PTO Maximum**

Employees are allowed to accrue up to the PTO maximum based upon their years of service per the Maximum PTO Accrual Amount grid below. Once an employee reaches the PTO maximum accrual limit, the employee will no longer accrue PTO. When the employees' PTO balance goes below the PTO maximum accrual amount, they may begin to accrue PTO up to the maximum. The PTO maximum accrual is as follows:

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

Employees not eligible to accrue PTO will not have balances and will not carry any time forward. Employees in this category are expected to take a reasonable amount of time away from work each year per the established guidelines and with administrative approval.

**C. Requests for PTO**

Scheduled time off is a benefit. Many departmental schedules are set weeks in advance. Therefore, PTO should be requested as far in advance as reasonably possible. Requests for PTO must be submitted to the supervisor, according to the departmental guidelines. In the case of sudden illness or emergency, the employee must notify the supervisor as soon as possible, according to department directives. Every effort will be made to schedule PTO in a fair and equitable manner; however, a request may be refused based on the needs of the department. Department Directors and Supervisors may call into work an employee scheduled for his/her PTO/Floating Holiday/Holiday, if absolutely necessary.

Employees in non-exempt positions may take PTO in fifteen minute increments. When PTO is used for a whole day, the hours used must equal the normally scheduled hours for the day. Under normal circumstances, The combination of the employee's worked hours and PTO per pay period cannot exceed the employee's normal bi-weekly schedule (FTE value). Example: an employee is scheduled to work six (6) twelve (12) hour shifts for a total of seventy-two (72) hours. The employee has been approved to work five (5) shifts and use PTO for the sixth shift. The employee works a total of sixty-four (64) hours during the five shifts. The employee may only use eight (8) hours of PTO for a total of seventy-two (72) hours worked and eight (8) hours of PTO.

Under certain circumstances when it is difficult to give staff time off due to high census or low staffing in the department, more than the normal scheduled hours may be approved for PTO. Under those conditions and with written approval by the administrative rep for the area, staff may be allowed to take one more shift than normal for the week including PTO. Example: An employee is scheduled to work 3 twelve hour shifts, agrees to work a fourth for the week. If (s)he calls in sick one day, (s)he will be allowed to use 3 shifts of regular hours plus one shift of PTO for a maximum of 48 hours for the week. This is only in certain circumstances and only with written approval of the administrator for the department.

Employees are required to use PTO hours for approved and unapproved time away from work if PTO hours are available. The only exceptions are outlined within section E. Special Circumstances of this policy. If an employee lacks PTO, he/she is not allowed time away from work without Divisional Vice Presidential approval.

Employees in exempt positions taking more than half a day of work may be required to record PTO at the discretion of the manager.

Employees (non-exempt or exempt positions) who wish to leave work because of illness or personal reasons before conclusion of a shift must notify their immediate supervisor before leaving.

For Directors, Physicians and Above who do not accrue PTO, time away from work should be recorded as **non-productive paid time off**.

#### **D. Reasons for PTO**

Accrued PTO may be used for the following types of absences:

- General time off (vacation/personal time off)
- The care of family members
- Floating holiday
- Observed and not LCMC observed Holidays
- Attendance at funerals not covered by bereavement leave
- Attending to personal affairs or unforeseen emergencies
- Public service as a volunteer
- Sick/Injury/Illness time off

#### **E. Special Circumstances for use of PTO**

##### **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).

**Short-term Disability Elimination Period**

Reserve Sick/EI may be utilized in conjunction with PTO during the fourteen (14) calendar day elimination period for disability, otherwise the time will be unpaid. Directors and above, including physicians will be provided with salary continuation 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 work days 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 work days not worked due to personal illness.
- c. An employee who is hospitalized as an inpatient or submits to out-patient surgical procedures during the first three (3) days of leave (two (2) consecutive work days 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 by the facility based Vice President of Human Resources.

**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 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.

**F. 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 CEO and SVP Human Resources during an emergency event.

**G. Second Position**

An employee cannot work and be paid regular hours on a second position/job within LCMC 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 employee's worked hours and PTO per pay period cannot exceed the employee's 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 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. Exceptions must be reviewed and approved by the administrative rep for the department.

##### **C. Termination**

Upon termination of employment, PTO accrued but not taken will be paid in the employee's final paycheck. Employees terminated prior to completing their ninety (90) day vesting period (ninety (90) days of initial employment or ninety (90) days of a change of status into a status eligible for PTO) will not receive PTO payment in their final paycheck.

Terminated employees that have a negative PTO bank due to payment of Holiday(s), per the Holidays Policy – HR 103, will have the dollar amount of the negative accrual withheld from their final paycheck.

For employees not eligible to accrue PTO there is not a PTO balance payable upon termination. If an employee has given notice of his or her intent to resign, PTO may not be taken during or at the end of the notice period. Exceptions must be reviewed and approved by the administrative rep for the department and human resources director.

#### **V. Accrual Table**

PTO is available to employees at rates based on the employee's position, work status and length of service.

**PTO is available to full-time and part-time employees based on regular worked time and on approved time away from work as follows:**

**LCMC Health**  
**Human Resources Policy**

**Policy #:**  
**Policy:**

**HR 106**  
**Paid Time Off (PTO)**

<b>Years of Service</b>	<b>Staff</b>	<b>Managers, Nurse Practitioners, and Physician Assistants</b>	<b>CRNAs</b>	<b>Directors, Physicians and Above (Guidelines only)</b>
0-5 yrs.	Accrue .0846 hours per paid hour. Maximum accrual of 6.77 hours per pay period. Maximum accrual of 22 days, including holidays	Accrue .0923 hours per paid hour. Maximum accrual of 7.39 hours per pay period. Maximum accrual of 24 days per year, including holidays	Accrue .1231 hours per paid hour. Maximum accrual of 9.85 hours per pay period. Maximum accrual of 32 days per year, including holidays	Do not accrue PTO Guideline: 27 days
5-10yrs.	Accrue .1038 hours per paid hour. Maximum accrual of 8.31 hours per pay period. Maximum accrual of 27 days per year, including holidays	Accrue .1115 hours per paid hour. Maximum accrual of 8.92 hours per pay period. Maximum accrual of 29 days per year, including holidays	Accrue .1309 hours per paid hour. Maximum accrual of 10.47 hours per pay period. Maximum accrual of 34 days per year, including holidays	Do not accrue PTO Guideline: 32 days
<b>Years of Service</b>	<b>Staff</b>	<b>Managers, Nurse Practitioners, and Physician Assistants</b>	<b>CRNAs</b>	<b>Directors, Physicians and Above (Guidelines only)</b>
10-20yrs.	Accrue .1154 hours per paid hour. Maximum accrual of 9.24 hours per pay period. Maximum accrual of 30 days per year, including holidays	Accrue .1231 hours per paid hour. Maximum accrual of 9.85 hours per pay period. Maximum accrual of 32 days per year, including holidays	Accrue .1385 hours per paid hour. Maximum accrual of 11.08 hours per pay period. Maximum accrual of 36 days per year, including holidays	Do not accrue PTO Guideline: 34 days
20+yrs.	Accrue .1231 hours per paid hour. Maximum accrual of 9.85 hours per pay period. Maximum accrual of 32 days per year, including holidays	Accrue .1308 hours per paid hour. Maximum accrual of 10.47 hours per pay period. Maximum accrual of 34 days per year, including holidays	Accrue .1385 hours per paid hour. Maximum accrual of 11.08 hours per pay period Maximum annual accrual of 36 days per year, including holidays	Do not accrue PTO Guideline: 36 days

**RELATED POLICIES:**

Holidays Policy – HR 103  
Flex Time Policy – HR 204  
PTO Cash Out Policy – HR 107  
PTO Buy Back Policy – HR 107a