

# Weisman Children's Rehabilitation Hospital (WCRH)

## Administration Manual

SUBJECT: Paid Time Off

AM 8:14

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EFFECTIVE DATE: 1/01

REVIEWED/REVISED: 4/03;1/04; 2/05; 12/06; 1/07; 4/07; 1/08; 01/09; 01/10; 1/11; 09/11; 01/12; 9/12; 1/13; 1/14; 3/14, 08/16, 4/17; 1/18, 12/18; 1/21; 4/21; 1/24; 6/24

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### PURPOSE:

To standardize, define, and communicate the guidelines for eligible employees to be compensated for time off.

### POLICY:

It is the policy of Weisman Children's Rehabilitation Hospital (WCRH) to provide eligible employees with compensated time off. The Paid Time Off (PTO) program is a combined program, which provides employees with flexibility when using time off for vacation, holiday, sick time and personal business. The PTO year is defined as Anniversary Date to Anniversary Date. In accordance with New Jersey Earned Sick Leave Law Chapter 11D, the benefit year for Sick Leave purposes is 01/01 – 12/31.

### Eligibility:

1. Full time (more than 30 hours per week) and part time (20-30 hours per week) employees accrue PTO from date of hire.
2. Employees must complete the 90 Day Introductory period before they are eligible to use PTO.

### PROCEDURE:

1. PTO is computed based upon hours paid to the employee **up to a maximum of 2080 hours per year** exclusive of unpaid hours or unpaid leaves of absences.
2. PTO is intended to be used in the year in which it is earned. A maximum PTO accrual of 80 hours may be carried forward past the anniversary date of employment each year.
3. As of the Anniversary Date, any unused PTO over 80 hours will be forfeited.

### ACCRUAL RATE:

The accrual rate is based on a 40-hour workweek. PTO will be prorated in accordance with hours worked (e.g. 48 hours x .0923 = 4.4 hours accrued).

| <u>Completed Years</u><br><u>Of Service</u> | <u>Bi-weekly</u><br><u>Accrual Rate</u> | <u>PTO Days</u><br><u>Per Year - Maximum</u> |
|---------------------------------------------|-----------------------------------------|----------------------------------------------|
| 1 – 4 (80 x 0.0923)                         | 7.3 hours                               | 24                                           |
| 5 – 9 (80 x 0.1038)                         | 8.3 hours                               | 27                                           |
| 10 or more (80 x 0.1154)                    | 9.2 hours                               | 30                                           |

PTO is accrued on all hours paid to a maximum of 2080 hours/year. Hours paid includes regular, overtime and PTO hours. No PTO is accrued on any hours over 2080 per year.

**ACCESS:**

1. Paid Time Off must be accrued before it can be taken.
2. If an employee requests time off, they must apply all unused current and carry-over accrued PTO hours towards the time off. Approved PTO hours will be deducted from carry over hours first. Once exhausted, approved PTO hours will then be deducted from current year hours.
3. If an employee is granted time off without pay (such as Family/Medical Leave), they must apply all unused current and carry-over accrued PTO hours towards the leave.
4. Employees on Leave of Absence may only receive as many PTO hours as is their "regular" schedule.
5. PTO may be taken in a minimum of ½-hour increments.
6. PTO cannot be used in lieu of notice during an employee's resignation period. However, if an employee falls ill during this time, they will be paid PTO for their sick days.
7. Upon termination or resignation, employees who have passed their probationary period will be paid their unused PTO hours. The regular pay will be paid as of the effective date of termination or resignation; the remaining accrued PTO balance will be paid in full in the pay period following the final regular pay.
8. **Planned** PTO of 3 days or more (whether personal or planned sick), must be scheduled in advance. All requests must be in writing. Planned personal requests should be submitted at least two weeks in advance. Planned sick absences should be submitted at least one week in advance. When necessary, departmental policies governing the submission of requests may be established.
9. Unscheduled absences (call outs) must be reported in accordance with departmental policy. At a minimum, the employee must provide notice as soon as practically possible.
10. Unscheduled PTO absences (sick days) will be monitored. Absences of 3 or more days may require a physician's note for approval of payment.
11. If an unscheduled absence continues for more than one scheduled work shift, the employee must keep their supervisor advised of their condition and expected date of return.
12. Excessive unscheduled absences will be subject to disciplinary action up to and including termination of employment.

- 13.** The supervisor will make every effort to honor the employee's planned PTO request. However, when more than one employee requests the same planned time off, staffing needs and seniority will be considered in the scheduling.
- 14.** Employees are normally limited to taking two consecutive weeks of planned PTO at a time. However, granting of PTO time is at the discretion of the Department Manager and based on the needs of the Department. This does not apply to sick absences.
- 15.** Unplanned absences before, on or after WCRH designated holiday will be monitored. Excessive unplanned absences on these days may lead to disciplinary action up to and including termination. The recognized holidays are: January 1<sup>st</sup>; Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving, and Christmas Day.
- 16.** In the event of an unplanned facility closing or down staffing, the employee may opt to use PTO or take the day without pay (non-exempt only).
- 17.** In the event of a separation of an egregious nature, PTO will not be paid.

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***Administrator***