POLICY

The purpose of the St. Martin’s Paid Time Off policy is to establish guidelines that will help assure that the departments of St. Martin’s will be staffed and managed efficiently at all times.

PROCEDURE

Holidays
The following Holidays will be recognized for full time employees following successful completion of his/her Introductory Period (90 days):
- New Year’s Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Holiday benefits are as follows:
1. Employees who do not work on a holiday:
   a. If a holiday falls on an employee’s scheduled day off, the holiday benefit will be paid at (8) eight hours regular rate of pay.
   b. If an employee is scheduled to work on a holiday and fails to show up for work, they receive no holiday benefits. For the time absent, the employee must use Vacation time. If that employee has no Vacation time, they will not be paid for that day.
2. Employees who work on holidays:
   a. *Employees who work on a holiday will be paid at twice their regular rate of pay for the holiday worked.
   b. *Employees receiving Holiday pay will not receive any other type of Paid Time Off (Vacation, Sick Leave, Sick Bank) paid by St. Martin’s.
   c. Employees must work their scheduled shift before and after working the holiday. If an employee “calls off” on their scheduled work day before or after the holiday, that employee forfeits the holiday pay, even if he/she is not scheduled to work on the holiday.

Example: Cindy Selig worked Labor Day but “called off” the previous day; therefore, Cindy forfeits Holiday pay.

Example: Penny Boers worked Christmas day, was scheduled off December 26, and was scheduled to work December 27 but “called off” December 27; therefore, Penny forfeits Holiday pay.

Holidays shall be granted on an equitable basis according to departmental staffing needs. Where conflicts develop each situation will be resolved as fairly as possible. Supervisors will consider the senior-most employee as well as the employee who has the greatest need or sense of urgency. Generally, Holidays will be granted on a rotating basis.

*2a and 2b effective 2/1/13.
Vacation
Vacation benefits are provided for all full time employees following successful completion of his/her Introductory Period (90 days).

1. Vacation hours will not be carried over from the current calendar year to the following calendar year.

2. Vacation hours are paid per the scheduled work week. (Employees will not be allowed to be paid Vacation hours in excess of scheduled hours.)

Example: This past January Judy Westcott requested next Friday as a Vacation Day; therefore, her work schedule should reflect no more than four scheduled work days within that pay week. Judy’s work shifts are usually 8.0 hours; therefore, her Vacation Day should also be 8.0 hours.

Example: Two months ago Gary Houston requested Friday and Saturday as Vacation Days; therefore, Gary’s work schedule should reflect no more than three scheduled work days within that pay week. Gary’s work shifts are usually 8.0 hours; therefore, his Vacation Days should also be 8.0 hours each.

3. Employees must be actively employed to earn and use all eligible vacation.

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<tr>
<th>Years of Full-Time Service</th>
<th>Annual Amount</th>
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<td>1st year of employment</td>
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<td>Hired within 1/1 – 3/31</td>
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<td>15th year +</td>
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Vacation Requests/Schedules
1. Employees must schedule 50% of all eligible vacation days for that applicable calendar year no later than January 31 with his/her direct supervisor.

2. All remaining vacation must be requested/approved no less than thirty (30) days before the date it is to be taken.

3. Employees must schedule at least five days of vacation as one “block” – taken at one time; the remaining may be taken in individual days.

4. Supervisors may prohibit vacation during certain periods or limit the number of employees on vacation to assure the efficient management of their departments.

5. St. Martin’s will attempt to grant all eligible employees vacation at the time they desire to take it. However, where conflicts develop, each individual situation will be resolved as fairly as possible. Preference will be given on a rotating basis – the senior-most employee will select the first week of vacation, followed by the second senior-most employee, then the third senior-most employee, and so on. After the first week of vacation has been scheduled by all employees, the senior-most employee will then schedule a second week of vacation, followed by the second senior-most employee, then the third senior-most employee. Hopefully, this method of vacation scheduling will eliminate potential conflicts. Exceptions to this process will be approved by the Administrator (or applicable senior manager) as well as the Director of Human Resources.
Vacation Payout upon Resignation/Termination
1. Employees who resign and leave in good standing (and with proper notice) will be paid for earned Vacation time at the date of separation.
2. No Vacation may be taken or paid while working out a notice.
3. Vacation pay-out to separating employees will be calculated based on the following:
   a. Total Vacation hours allowed for calendar year
   b. Total Vacation hours divided by 12 (full year)
   c. A divided by B = hours allowed per month
   If hours allowed are greater than hours taken – the difference will be paid to the employee.
   If hours allowed are less than hours taken – the difference will be due St. Martin’s by the employee.

Example: Deborah Gilbert has been an active employee for eight years but is moving out-of-state. Had Deb worked the entire year she would be entitled 13 days of Vacation. Her last day with St. Martin’s is May 31st. Deb has taken no Vacation time this year.
13 days x 8.0 hours per day = 104 hours for the year
104 hours divided by 12 months = average of 8.67 hours per month allowed
8.67 hours per month x 5 months = 43.35 Vacation hours earned through 5/31.
St. Martin’s will pay Deb 43.35 Vacation hours.

Example: Christine Doxey has been an active employee for twelve years but must resign to take care of her elderly mother. Had Christine worked the entire year she would be entitled 15 days of Vacation. Her last day with St. Martin’s is March 31st. Christine used one week of Vacation in February.
15 days x 8.0 hours per day = 120 hours for the year
120 hours divided by 12 months = average of 10.0 hours per month allowed
10.0 hours per month x 3 months = 30.0 Vacation hours earned through 3/31.
Christine used 40 hours of Vacation; therefore, Christine owes St. Martin’s 10 hours of Vacation (hourly pay).

Sick Leave
All full-time employees will be eligible for eight (8) Sick Leave days per calendar year following successful completion of his/her Introductory period (90 days) as well as first calendar year of employment.

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1. Employees may use Sick Leave to care for immediate family members (child, spouse, parent).
2. Sick Leave hours will be used in place of the employee’s regular scheduled hours. (Employees will not be allowed to be paid Sick Leave hours in excess of scheduled hours for that pay week.)
3. Sick Leave may be used in half-day increments with supervisor’s approval.
4. When an employee is absent, Sick Leave must be used.
5. Because of the nature of the work in this facility, employees must provide their department supervisor with at least two (2) hours advance notice for day-shift and four (4) hours advance
notice for evening or night shift when unable to report for an assigned shift. (Note: If the supervisor is not available, the employee must speak with the Staff/Charge Nurse or person in charge at the time the call is made.)

6. The employee must provide his/her supervisor the day/date when he/she expects to return to duty.

7. If the employee’s absence is due to personal illness, the department supervisor may request a physician’s statement upon the employee’s return to work.

8. The employee must provide Human Resources the specific reason(s) why he/she will not be able to report to work. Physician’s statements, as well as any additional documentation reflecting an employee’s health and well-being, should be submitted directly to Human Resources.

9. Sick Leave will not be paid during the time an employee is working out a notice of resignation or when employment is terminated for any reason.

10. Employees who have resigned or were terminated for any reason will forfeit any unused Sick Leave hours.

11. Any unused Sick Leave at the end of the current calendar year will be transferred into the Sick Bank for the following calendar year. (See Sick Bank.)

Example: Diane Goodwin was scheduled Sunday through Thursday of this week. Thursday morning she phoned her supervisor to let him know she was not feeling well and needed to “call off” for the day. Diane will be allowed one Sick day (for Thursday). Diane’s work shifts are usually 8.0 hours; therefore, her Sick day should also be 8.0 hours.

Example: Brian Mosher was scheduled to work Sunday, Monday, Thursday, Friday and Saturday. Thursday morning Brian phoned his supervisor three hours before the start of his shift to let her know he felt nauseous and needed to “call off” for the day. Brian was also forced to “call off” Friday and Saturday because he continued to feel nauseous. Brian will be allowed three Sick days (for Thursday, Friday, and Saturday). Brian’s work shifts are usually 8.0 hours; therefore, each Sick day should also be 8.0 hours.

Sick Bank
While St. Martin’s typically offers Short Term Disability to eligible employees, these same employees – whether purchasing short term disability insurance or not – will now be able to build his/her own ‘bank’ of Sick days that can be carried from one calendar year to the next.

1. Any unused Sick Leave at the end of a previous calendar year will be transferred into the Sick Bank.

2. Any unused Sick Bank hours at the end of the current year will carry over to the following calendar year.

3. The maximum amount of hours allowed in any employee’s Sick Bank is 480.

4. Sick Bank hours must be taken in whole day increments (based on employee’s schedule)

Example: Belinda Moore was scheduled to work Monday through Friday this week. Monday morning she phoned her supervisor to let him know she was in an auto accident over the weekend, broke her right arm, and unable to work for at least four weeks. Belinda spoke with Human Resources requesting FMLA. Belinda’s work shifts are usually 8.0 hours; therefore, she will use her three remaining days of Sick time and then begin using her Sick Bank hours for the remaining time she will be out of work.

Sick Leave Balance (at time of need) = 3 days
Sick Bank balance (at time of need) = 17 days (paid)
Example: Thad Schafer was also scheduled to work Monday through Friday this week. Monday morning he phoned his supervisor to let him know he had also been in an auto accident over the weekend, broke his right foot, and unable to work for six weeks. Thad spoke with Human Resources requesting FMLA. Thad’s work shifts are usually 8.0 hours; therefore, he will use his two remaining days of Sick time. The remaining days Thad will be away from work will be unpaid.

Sick Leave balance (at time of need) = 2 days
Sick Bank balance (at time of need) = 0 days (unpaid)
Thad will be off work 28 days unpaid.

5. Sick Bank hours will not be paid during the time an employee is working out a notice of resignation or when employment is terminated for any reason.
6. Employees who have resigned or were terminated for any reason will forfeit any unused Sick Bank hours.
7. Sick Bank hours may only be used if current year Sick Leave time is exhausted.
8. Sick Bank hours are intended for periods of illness or injury and may be used during FMLA or a period of disability.