

Standard Operating Policy and Procedure Guide

Department All	Type General	Effective 8/15/11	Revision 9/14/18 / 5/12/20
Number 1.16.1	Topic Paid Time Off	Approvals (A/L) DM/WR	Reviewed 8/15/2014 / 5/12/20

OVERVIEW

Amerimed recognizes there will be times employees need time off, whether for time to rest and rejuvenate on vacation or recoup and recover from an illness or injury. Paid Time Off is considered a benefit for Associates and is granted based on hours worked. Therefore, we have established the following Paid Time Off (PTO) program for full-time employees.

SECTION A

Vacation Paid Time Off

Vacation Paid Time Off (PTO) hours for full time associates will be calculated based on a percentage of each hour worked. An associate must be employed by Amerimed for a minimum of six (6) months to be eligible for PTO benefits to be used. Part time employees are not eligible for and will NOT accrue vacation time. Vacation hours will accrue based on tenure and will be calculated by the following factors:

Tenure	Accrual Factor
0 to 5 years	0.038 hours per hour worked
Over 5 years	0.058 hours per hour worked

Vacation time will be paid at straight time with no overtime benefits. Any special rates (i.e. shift differentials) are not included. To be paid for vacation time taken, the associate must work their normal scheduled shift(s) before and after the time taken.

Associates are encouraged to take their approved accrued vacation on a regular basis. The maximum accumulation of vacation hours is 95 hours. When an associate has 95 hours of vacation accrued, no more will be accrued until the balance goes below 95 hours

SECTION B

Sick Paid Time Off

Sick PTO accrual will be based on .019 of an hour for each hour worked up to a maximum accrual of 48 hours per year. Once the maximum accrual is met, no more will accumulate until the balance is brought down below 48 hours. This time will be paid at straight time with no overtime benefits. PTO designated as sick PTO may only be used for sick days. See [1.9.1 Injured and/or Sick Associate, Sections A & B](#)

Associates are not allowed to utilize any PTO time which exceeds their normally scheduled work hours. For example, if an employee uses authorized sick or vacation time and also works an additional shift, their paid sick or vacation time will be adjusted down to prevent being paid above their normal work schedule for that pay period.

SECTION C

Bereavement Leave

For bereavement benefits, employee must be employed full time.

Amerimed recognizes that a time of bereavement is a very difficult one for an employee. In this regard, every effort will be made to ensure that the employee is able to attend to family matters. In the case of a member of the immediate family, as defined for bereavement leave, (employee's spouse, children, parents, brothers, sisters, grandparents), the full-time employee may be paid for the absence from scheduled work for a period of up to three (3) regular shifts.

Since death is an unexpected event that can occur at any time, Amerimed feels that an employee's 90-day probationary period does not have to be met before the employee can qualify for this paid absence. This benefit does not apply if the death occurs while the employee is on preapproved vacation, holidays, leave of absence or absence for any other reason. Employees who require more days away from work than is allowed under this leave may request earned vacation time, or a personal leave of absence, subject to the approval of Senior management.

The employee's supervisor shall be notified immediately of the death of any family members or relatives as mentioned above.

Bereavement leaves will not accrue or accumulate, nor be paid if unused at year-end or upon termination of employment. Hourly pay for this form of leave will be computed at the employee's regular rate to a maximum of three (3) shifts. This leave pay will not be credited as time worked for the purpose of computing overtime.

SECTION D

Requesting Paid Time Off

Associates are required to follow the guidelines below for time off requests. Associates should report to work unless he/she has been granted a signed or electronic approval from their immediate (or greater) supervisor.

An associate must submit requests for vacation time off through the company's electronic scheduling system by the fifteenth (15th) day of the preceding month. Sick PTO request must be submitted as soon as possible and not later than 4 hours before scheduled shift. Bereavement leave requests are to be submitted as soon as the associate is aware of the bereaved situation and not less than one scheduled assigned shift. Upon receipt of that the vacation request, you will receive an electronic confirmation of your approval, with the following exceptions:

- If multiple requests are made for the same day, requests will be approved based on seniority, recent performance, current absence score, and/or order that requests were received.
- Requests for time-off on recognized holidays will only be approved if coverage is found. If no coverage can be found by the first day of the month that the requests was made for, the request will be denied, but associates may continue to attempt to find coverage on their own.

- Any vacation requests made after the 15th of the preceding month, will not be automatically guaranteed, and the associate will be responsible for finding coverage. Shift swaps are a possible option as long as the swap does not create unscheduled overtime for either participant.
- For payroll purposes, the associate approved PTO time must be submitted on the payroll summary by the Operations Manager to the payroll department to be paid PTO time.

If multiple requests are received for the same time period, your request may be denied depending on operational requirements. If it is denied or it is past the request deadline, an associate may then attempt to find coverage, or do a swap as described in our Scheduling policy. See [1.19.2 Scheduling, Section B](#)

All vacation leave requests will be processed within seventy-two (72) hours of their receipt and will be acknowledged with either an “approval” or “disapproval”. An associate should NOT assume that leave is approved. If a signed or electronic approval is not provided the request should be considered “Not Approved.” Sick PTO and bereavement requests will be addressed and approved, if possible, within one scheduled assigned shift.

SECTION E

Additional Policies

If an associate is dismissed by Amerimed , he/she will not be entitled to payment for accumulated time off. See [1.9.2 Intolerable Violations](#).

If an associate voluntarily resigns, works a complete 2 week notice without calling out sick or arriving tardy, has been employed for twelve (12) consecutive months, he/she will be entitled to payment of accumulated regular Vacation time, but not sick time. Vacation time buyback payment is usual made on the pay date following the last paid work period.

If an associate is tardy or calls out sick during the two week notice period, or does not provide a 2 week notice, they will forfeit their vacation time.

In extreme hardship situations, associates may request a payroll advance of up to half of his/her accumulated PTO bank. This request should be made to the Operations Manager and will be reviewed by senior management for approval.

For unpaid leave and other time off policies please see [1.20.2 Time Off](#)