

Time Off: Holidays, PTO, PTO Sellback, Bereavement, Community Service, Donation of PTO

Last Revision/Review Date: 01/01/2017

P&P HR14-03

Organization and Associated Product Lines

Organization/State/Product Line			
<input checked="" type="checkbox"/> Unity	<input checked="" type="checkbox"/> Gundersen Health Plan	<input checked="" type="checkbox"/> Gundersen Health Plan MN	<input checked="" type="checkbox"/> Quartz
<input checked="" type="checkbox"/> All <input type="checkbox"/> WI <input type="checkbox"/> IL <input type="checkbox"/> IA <input type="checkbox"/> MN	<input checked="" type="checkbox"/> All <input type="checkbox"/> WI <input type="checkbox"/> IL <input type="checkbox"/> IA <input type="checkbox"/> MN	<input checked="" type="checkbox"/> All <input type="checkbox"/> WI <input type="checkbox"/> IL <input type="checkbox"/> IA <input type="checkbox"/> MN	<input checked="" type="checkbox"/> All <input type="checkbox"/> WI <input type="checkbox"/> IL <input type="checkbox"/> IA <input type="checkbox"/> MN
<input checked="" type="checkbox"/> All Lines <input type="checkbox"/> HMO <input type="checkbox"/> PPO <input type="checkbox"/> POS <input type="checkbox"/> UWA <input type="checkbox"/> Medicare Supplement <input type="checkbox"/> Medicaid <input type="checkbox"/> Individual Exchange <input type="checkbox"/> Individual Non-Exchange <input type="checkbox"/> SHOP	<input checked="" type="checkbox"/> All Lines <input type="checkbox"/> HMO <input type="checkbox"/> PPO <input type="checkbox"/> POS <input type="checkbox"/> Medicare Advantage <input type="checkbox"/> Medicare Supplement <input type="checkbox"/> Medicaid <input type="checkbox"/> Individual Exchange <input type="checkbox"/> Individual Non-Exchange <input type="checkbox"/> SHOP <input type="checkbox"/> TPA	<input checked="" type="checkbox"/> All Lines <input type="checkbox"/> HMO <input type="checkbox"/> PPO <input type="checkbox"/> POS <input type="checkbox"/> Medicare Advantage <input type="checkbox"/> Medicare Supplement <input type="checkbox"/> TPA	<input checked="" type="checkbox"/> TPA

Policy:

The Company believes that it is important for employees to have personal time away from their job responsibilities. Taking into consideration that there many different circumstances surrounding requests for time off, there are several options provided.

- **Holidays:** The Company offers eight paid holidays and one floating holiday each year.
- **Paid time off (PTO):** PTO has been designed to combine traditional paid vacation, sick and personal time into one account, allowing employees to use accrued time off at their discretion and with their supervisor approval.
- **PTO Sellback:** Pay in lieu of time off.
- **Bereavement Leave:** Eligibility of Bereavement leave begins upon employment. Time is granted for immediate family.
- **Community Service Time:** Each staff member receives a yearly allotment of eight hours of Community Service Time to be used during normal work hours.
- **Donation of PTO:** Employees are allowed to donate time to co-workers who have had an unexpected situation.

Definitions

PTO	Paid time off
FTE	Full time equivalent
FMLA	Family and Medical Leave Act

Regulation

None

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Related P&Ps/Forms

PTO Sellback Request form – Located on WeKnow
Leave of Absence Request form – Located on WeKnow

Procedure

HOLIDAYS

The Company offers eight paid holidays, and one paid floating holiday each year. (Employees hired January 1st - November 30th will receive the floating holiday for that year.) Scheduled holidays are granted from the date of hire. Religious holidays may be substituted as appropriate.

Some holidays may require skeleton crew staffing for purposes of providing adequate service to our customers.

Holiday time off is routinely expected to be used the day of the holiday but under certain circumstances when this does not occur (such as skeleton crew situations), the equivalent time worked will be added to the employee's bank of PTO to be used at a later time.

Holidays which occur on Saturday or Sunday may be floated, added to the PTO bank, or observed on a day chosen by the company at the company's discretion.

If holidays fall during an employee's scheduled PTO, the holiday time will be used and the day will not be counted as PTO used.

Holiday hours do not count as hours worked when computing overtime.

Holidays:

New Year's Day	Day after Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	(1) Floating holiday
Thanksgiving Day	(Employees hired Jan 1 st -Nov 30 th will receive a floating holiday for that year.)

PAID TIME OFF (PTO)

Eligibility

Exempt and non-exempt full-time and part-time regular employees are eligible to accrue and use PTO (temporary employees are not eligible).

Benefit

PTO begins accruing on the first day of employment based on hours paid. New employees may borrow up to three days of accrued PTO for extenuating circumstances. However, the time accrued in the first six months is not considered earned until the completion of six months of employment. Accrued unused PTO will be carried forward each employment anniversary year for future use (with the exception of the floating holiday). PTO will be paid at your base rate that is in effect at the time the PTO is used. PTO may be accrued up to 480 hours at any given time. PTO will stop accruing at 480 hours; any additional time which would have accrued, will be lost. It is the responsibility of the employee to monitor their accrued time; neither Human Resources nor Finance will notify the employee upon reaching their accrual limits.

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To encourage work / life balance and appropriate corporate governance, the company recommends that employees take vacation time annually. Supervisors and above will be required to use one full week (five consecutive days) of PTO annually. Adherence to this requirement will be monitored and reported to the Executive Team and Board of Directors.

Full-time employees paid 40 hours per week accrue PTO as indicated on the schedule below. Eligible employees paid less than 40 hours per week accrue PTO prorated based on hours worked.

Exempt and Non-Exempt Employees

Years of Service	PTO Accrued Per Year	PTO Accrued Per Pay Period	Max Accrual – Benefits STOP accruing at:
Less than 5 Years	136 hours (17 days/year)	5.23 hours/pay period	480 hours
5 through 9 Years	176 hours (22 days/year)	6.77 hours/pay period	480 hours
10 through 19 Years	216 hours (27 days/year)	8.31 hours/pay period	480 hours
20 or more Years	256 hours (32 days/year)	9.85 hours/pay period	480 hours

Directors and Managers

Years of Service	PTO Accrued Per Year	PTO Accrued Per Pay Period	Max Accrual - Benefits STOP accruing at:
Less than 5 Years	176 hours (22 days/year)	6.77 hours/pay period	480 hours
5 through 9 Years	216 hours (27 days/year)	8.31 hours/pay period	480 hours
10 or more Years	256 hours (32 days/year)	9.85 hours/pay period	480 hours

Procedure:

1. Employees will request PTO according to individual department procedures.
2. Hourly employees can request time in any increments of 15 minutes.
3. Salaried employees must request increments in either full day (8 hrs) or half day (4 hrs) increments.

PTO SELLBACK - Pay in Lieu of time off:

- Maximum of two requests of up to two weeks total of accrued time may be requested annually.
- The employee MUST have a remaining balance of at least one week, in order to have the PTO pay out request approved.
- The employee must have been employed with The Company for at least six months.
- PTO payouts will be at 90% of the employee's regular pay rate at the time of the pay out.
- PTO will be paid out on the next regular payroll following the approved request.
- Supervisors and above will not be allowed to sellback PTO unless they have taken one full week (five consecutive days) of PTO within the past 12 month period.

An employee wanting to be paid in lieu of PTO time would complete the PTO Sellback Request Form, requesting the number of hours to be paid out. The request form is sent to Human Resources for approval.

BEREAVEMENT LEAVE

Eligibility for bereavement leave begins upon employment. Please notify your immediate supervisor as soon as possible in the event of a death in your family. Verification of the relationship may be required. For part-time staff, leave is pro-rated based on %FTE.

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If you are a full-time or a part-time employee and eligible for benefits, paid bereavement leave of up to three days (24 hours) is available for a death in the immediate family.

Immediate family includes:

- Husband/wife, son/daughter
- Parents, brother, sister
- Step-parents, step-brother/sister, step-son/daughter
- Grandparents, grandchildren
- Mother-in-law, father-in-law, grandparents-in-law
- Brother-in-law, sister-in-law, daughter-in-law, son-in-law
- Domestic partner

If additional time is needed, accumulated PTO may be used.

Time off for the funeral of other relatives and friends may be charged against accumulated PTO.

A Leave of Absence Request form must be approved by your supervisor and a copy of the approved request forwarded to Human Resources.

Bereavement leave is not paid if you would not normally have been scheduled to work or are on a qualified leave.

Procedure:

1. Employee notifies immediate supervisor of request for bereavement time.
2. Employee will fill out and sign Leave of Absence form. It will be signed by the supervisor.
3. Leave of absence request will be forwarded to Human Resources for approval and signature.
4. Employee will document time on time sheet.

COMMUNITY SERVICE TIME

Each staff member receives a yearly allotment of eight hours of Community Service time to be used during normal work hours (and does not carry over from year to year). Community Service time is separate from the PTO bank and is to be used only for volunteerism in the community. The time can be used in one block of time or subdivided into hourly increments. This benefit is aligned with The Company Vision "to promote the health and well-being of the people in the communities we serve".

Examples of qualified Community Service time:

- United Way Days of Caring
- Habitat for Humanity
- School functions – ie: School Board or committee activities (must be documented)
- Any time donated to a non-profit organization
- Any time donated to civic projects – city, state, parks, etc.

The following would not be considered qualified Community Service time:

- Field trip with your child
- Helping out friends or family going through difficult times
- Personal or immediate family activities

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Procedure:

1. Employees will submit request to their supervisor for approval. Once approved this time will be entered on their time sheet as Community Service time.
2. Questions should be addressed to Human Resources.

MAKE-UP TIME

With prior supervisory approval, and as long as business needs are met, hourly employees may make up a maximum of two hours per forty hour work week (Sunday through Saturday) limited to four hours per calendar month.

Make-up time must be made up within the pay period in which the incident occurred.

Salaried staff is not legally accountable for precise hours on a weekly basis and therefore make-up time is not applicable.

EXCEPTION: Holidays - Hourly employees are allowed to make up the difference in hours received as holiday and their normal work hours for that day. For example, if you have an FTE status of 0.5, you will receive four hours of holiday pay for full-day holidays. If you normally work five hours on that day, you can either make up one hour within the same week or utilize PTO time.

Accrued Time at Resignation

Employees will be paid any unused accrued PTO upon resignation providing that the required notice is given, and the employee has completed six months of employment. In the event that an employee does not provide the appropriate notice, any PTO balance or scheduled days off during that pay period will not be paid out. Employees are expected to work the full notice period. PTO and the floating holiday may not be used during the notice period. There may be exceptions to this that need to be considered on a case-by-case basis.

DONATION OF PTO

Employees are allowed to donate time to co-workers who have had an unexpected hardship.

Donation criteria:

- The recipient must qualify for a serious health condition or hardship for themselves or an immediate family member.
- The recipient and donator must be employed six months or more with Unity.
- The recipient and donator must have good standing employment records.
- Donation of PTO has to be reviewed by Human Resources.
- Donation of PTO can remain confidential at the request of the donator.
- The donator must have a remaining balance of at least one week (prorated on employee FTE).

Procedure:

1. Donation requests should be submitted to Human Resources.
2. Human Resources will notify the proposed recipient's Supervisor of the PTO donation request.
3. If the donation is approved, Human Resources will communicate donator and recipient information to payroll.

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Enforcement

Employees have a duty to report suspected or actual noncompliance. Failure to do so may result in disciplinary action including and leading up to termination.

Review, Revision and Distribution

This policy and any material revisions to this policy require the approval of Vice President, Chief Administrative Officer.

External requests for access to this P&P (from network partners, sister companies, etc.) should be directed to Director, Human Resources.

This document will be updated periodically to reflect changing business and technology requirements or at least annually, whichever is sooner. All change requests should be directed to the document owner.

Document Logistics & Revision History

Document Owner: Lori Anderson, HR Generalist

Document Location: P:\HR\MSO\Final Policies

Next Review: 01/01/2018

Description of Change(s) (Created, Reviewed/Revised or Approved)	Name, Title or Committee	Date
Creation	Lori Anderson, HR Generalist	01/01/17
Reviewed/Revised		
Approved		
Only keep the initial creation, last revision and last approval dates. Previous versions must be archived for 10 years. All revisions must be tracked on the Change Revision Log.		