

## Erlanger Health System Policy and Procedure

Reviewed/Revised:
Mo/Yr: <u>September 2005</u>

Index Title Paid Annual Leave Number 8327.0701  
 Originating Department Human Resources Effective Date 10/15/01

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**SCOPE:** All regular full-time and part-time Erlanger Health System employees.

**POLICY:** The purpose of this policy is to establish guidelines by which Paid Annual Leave may be accrued and scheduled.

Erlanger Health System provides a Paid Annual Leave (PAL) program, which includes vacation, holidays, and sick leave.

PAL days begin to accrue upon the date of employment. PAL will be available for use by hourly employees at the completion of the entry probationary period. PAL is available to salaried employees as soon as earned.

PAL is accrued bi-weekly on worked hours and for other approved paid time (i.e., jury duty, bereavement leave, seminars, PAL, EIB, etc.) up to 75 hours per pay period. PAL is not accrued for on-call time. PAL will be accrued for time off due to Low Census--whether the time off is paid or unpaid.

Temporary employees (including Medical Professional Relief employees) are not eligible for PAL. A regular employee who transfers into temporary status will receive payment for all their available PAL hours.

### A. PAL Accrual Table

PAL is accrued for full-time employees as shown below. Part-time employees accrue PAL on a pro-rated basis.

<u>Years of Service</u>	<u>PAY PERIOD ACCRUAL</u> (hrs.)		<u>ANNUAL ACCRUAL</u>		<u>MAXIMUM ACCRUAL</u>	
	<u>Hourly</u>	<u>Biweekly</u>	<u>Hours</u>	<u>Days (@ 7.5 hrs.)</u>	<u>Hours</u>	<u>Days (@ 7.5 hrs.)</u>
0 - 5 yrs.	.0846	6.34	165.0	22	832.5	111
5 - 10 yrs.	.1038	7.78	202.5	27	832.5	111
10 - 20 yrs.	.1231	9.23	240.0	32	832.5	111
20+ yrs.	.1423	10.67	277.5	37	832.5	111

B. Regulations

1. Employees are vested in PAL after the completion of their entry probationary period. Payments of available PAL during an employee's entry probationary period will be granted for low census or department closing.
2. Scheduled PAL time must be requested in advance and must have the approval of the employee's department head or supervisor. Requests for scheduled PAL may be denied in case of short notice or for fulfillment of staffing requirements. In the event of an unexpected illness, the employee must notify his/her supervisor in accordance with the established departmental policy.
3. PAL may not be taken in less than 15-minute increments.
4. The employee's paycheck stub will note time accrued for PAL. It is the employee's ultimate responsibility to keep record of leave balances. Employees are responsible for utilizing accrued PAL before the maximum balance is reached.
5. After the completion of the entry probationary period, an employee who resigns or is terminated receives payment for available PAL. However, terminal PAL will be used to satisfy certain financial obligations being deducted from the employee's paycheck or owed to the Health System or Auxiliary. Accrued PAL time may not be used to delay termination (which is effective on the last working day).
6. Unused PAL may be sold back to the Health System at a rate of 100 percent of the employee's base rate. (The provision also applies to an employee on a Leave of Absence.)
7. Employees will continue to accrue PAL for Low Census hours or lack of work whether those hours are paid as PAL or taken as unpaid.
8. Employees who are on Unpaid Leave of Absence do not accrue PAL.
9. Employees required to take a Decision Making Leave (DML) in conjunction with the Discipline Policy are not allowed to use PAL.
10. Employees are very strongly encouraged to take a total of two weeks of actual time off per calendar year. It is not required that this time be consecutive and may include time off for holidays. **This provision will become a requirement beginning January 1, 2003.**

**ATTACHMENT**

Accrual for Key Managers and Above:

All Health System employees accrue PAL at the same rate (based on years of service), with the exception of employees in positions of key manager and above and physicians employed by Erlanger Health System. Employees in positions of key manager and above accrue paid annual leave at the rates indicated on the attached table.

**Paid Annual Leave Accruals For  
Executive Management, Department Heads, Key Managers, and  
Physicians/Dentists employed by EHS:**

<u>Years of Service</u>	<u>YEARLY ACCRUAL</u>				<u>MAXIMUM ACCRUAL</u>	
	<u>Hourly</u>	<u>Biweekly</u>	<u>Hours</u>	<u>Days (@ 7.5 hrs.)</u>	<u>Hours</u>	<u>Days (@ 7.5 hrs.)</u>
0 - 5 yrs.	.1038	7.78	202.5	27	945.0	126
5 - 10 yrs.	.1231	9.23	240.0	32	945.0	126
10 - 20 yrs.	.1423	10.67	277.5	37	945.0	126
20+ yrs.	.1615	12.12	315.0	42	945.0	126

Approved by \_\_\_\_\_  
 oChairman of Personnel Committee  
 oChairman of Board of Trustees

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 oVice President of Human Resources