

Reviewed/Revised: Mo/Yr: _____ September 2005 _____
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## Erlanger Health System Policy and Procedure

Index Title	<u>Extended Illness Bank</u>	Number	<u>8327.0706</u>
Originating Department	<u>Human Resources</u>	Effective Date	<u>10/15/01</u>

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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 Extended Illness may be accrued and scheduled.

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

EIB 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. EIB is not accrued for on-call time. Available EIB may be taken to supplement Job Injury pay. EIB 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 EIB benefits. A regular employee who transfers into temporary status will have their EIB benefits frozen and will not be available unless the employee resumes regular status.

A. EIB (Extended Illness Bank)

All regular employees accrue hours for their Extended Illness Bank. The first 30 hours of absence due to illness may be paid time off if the employee elects to use PAL (pro-rated for part-time employees). Regular full time employees accrue 30 hours of PAL each year to offset this 30 hour PAL deductible. Employees who are hospitalized or have outpatient surgery within the first 30 hours of absence will have their PAL deductible end at the point of hospitalization/outpatient surgery. If hospitalization/outpatient surgery occurs on the first day of absence, no PAL deductible is required.

Employees who have accrued 675 hours of EIB may use EIB immediately for illnesses with no PAL deductible. Employees who are hospitalized or have outpatient surgery with the same illness within a 12-month period will have no additional PAL deductible. Employees who return to work after an illness and have to miss work again within two scheduled shifts because of the same illness will not be required to have an additional PAL deductible.

A physician's note is not required until after the fifth day of absence due to illness. The supervisor may continue to mark the time card with EIB for an employee who is sick for six days (or longer); however, upon the employee's return, a physician's note verifying the illness is required. Without the physician's note, adjustment to the employee's PAL and EIB banks will be made, and the hours paid as EIB from the sixth day forward will be deducted from the employee's PAL bank. (If no PAL is available, the employee **must** pay the money back to Erlanger at once or set up a payroll deduction until the accounts balance.)

Regardless of length of service, EIB accrual remains consistent for all employees per year. In July of each year, all EIB hours over 675 hours will be converted to PAL based on two EIB hours to one PAL hour. EIB is accrued for full-time employees as shown below. Part-time employees accrue EIB on a pro-rated basis.

EIB Accrual Table

<u>PAY PERIOD ACCRUAL</u> (hrs.)		<u>ANNUAL ACCRUAL</u>		<u>MAXIMUM ACCRUAL</u>	
Hourly	Biweekly	Hours	Days (@ 7.5 hrs.)	Hours	Days (@ 7.5 hrs.)
.0306	2.30	60	8	735	98

B. Maternity Leave

A regular employee on Maternity Leave may receive EIB for up to six weeks. With medical complications, an employee may receive EIB for a longer period of time. The remainder of any available leave period (without medical complications) must be taken as PAL or unpaid time. EHS temporary employees will receive unpaid leave.

C. Regulations

1. EIB may not be taken in less than 15-minute increments.
2. An employee returning to work after being absent for medical reasons may be required to bring a medical release from a physician; the release must state that the employee is able to return to work. Approval is also required by Employee Health before the employee returns to duty. If an employee is absent for medical reasons and is not under a physician's care, he/she may still be required to bring a statement from a physician (at the discretion of the supervisor) stating that the employee was unable to work due to illness but is now able to return to work.

3. The employee's paycheck stub will note time accrued for EIB. It is the employee's ultimate responsibility to keep record of leave balances.
4. Unused time in the EIB account will not be paid except in cases in which an employee who retires is eligible to draw immediate benefits under Erlanger's Pension Plan. Whether or not the employee chooses to draw immediate benefits, he/she will receive a benefit of 50-percent payment of all accrued EIB.
5. Employees will continue to accrue EIB for Low Census hours or lack of work whether those hours are paid as PAL or taken as unpaid.
6. Employees who are on Unpaid Leave of Absence do not accrue EIB.

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

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oVice President of Human Resources