

Premere Rehab

SUBJECT:	LAST REVISED	LAST REVIEWED
4.06 PAID TIME OFF	6/2024	6/2024

Policy: Employees of Infinity Rehab may be eligible for time off with pay for such things as vacation, holidays, continuing education and/or sickness. This time is designed to provide time away from work and will be based on the number of hours you agree to work each week (designated in your offer letter).

PTO hours can also be used to assure you of meeting your agreed upon hours if the facility census or caseload drops (non-exempt only).

For example: a full-time employee with full-time 40 hours status and scheduled to work 5 days a week should submit the PTO request for 8 hours when taking a full day off. If a partial day is worked, the hours of PTO plus hours worked can only equal a total of 8 hours for the day. The maximum PTO hours payable for a full week would be 40 hours. Likewise, if the offer letter states full-time 40 hours, scheduled to work 4 days a week, the employee should submit the PTO request for a maximum of 10 hours a day, 40 hours per week. This same principle applies to 30 and 20 hour a week position.

You cannot use PTO for a day you aren't normally scheduled to work. If your offer letter states that you are scheduled to work Monday, Wednesday and Friday and a holiday falls on Tuesday, you would not be eligible for PTO for Tuesday.

PTO days accrue immediately from employee's start date. Eligibility to use PTO begins after 90 days of consistent employment. Available PTO hours are displayed on the most recent earnings statement, or by accessing Paycom. PTO balances cannot go into the negative, other than for new employees in their first 90 days of employment, for Thanksgiving and Christmas Days only.

Employees are allowed a maximum accumulation of 240 hours. Once the available hours reach 240, PTO accrual will stop until PTO is taken.

Procedure:

All employees accrue PTO based on hours worked.

Hourly Non-exempt benefited employees (working at least 20 hours per week) and pay-per-visit employees are eligible to receive PTO in an hourly amount based on your worked hours.

Pay-per-visit employees must clock their labor hours for accurate PTO accrual (as well as overtime calculations) despite not getting paid regular wages based on those hours.

Number of years worked	Rate Per Hour paid includes Reg, OT, Holiday and PTO
Initial employment through 36 months (3 years)	.0769 hr (approx 20 days)
37 months through 60 months (5 years)	.0961 hr (25 days)
61 months through 84 months (7 years)	.1000 hr (26 days)
85 months through 108 months (9 years)	.1076 hr (28 days)
108 months and up	.1153 hr (30 days)

Salaried Exempt-benefited employees receive PTO per pay period based on employment status. Salaried employees can take PTO at a minimum of 4 hours for a partial day off.

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Requests for time off need to be submitted in writing for approval at least 30 days in advance to allow for the adjusting of work schedules. PTO may be canceled during the resignation period or at any other time based on work need, staffing requirements, patient need or other legitimate needs of the Company.

Supervisors are not obligated to grant a PTO request solely to meet the needs of the employee. As a practical matter, PTO that is properly requested and scheduled will be granted at the convenience of an employee whenever possible. However, the work requirements of the Company must take priority over the scheduling of paid time off for an employee. This includes the request for using PTO the same day instead of floating to another program within an employee's geographic area.

Upon termination of employment or change to a non-benefited position, the following procedure will apply to PTO:

- a. No payment for unused PTO will be made if the employee has been employed as a full-time/part time employee for less than one year unless otherwise required by state/federal law, or if termination is due to a facility closure (see item f. below).
- b. Management level employees (DOR, ARD, etc.) are requested to give their supervisor written notice at least four weeks in advance of the date the employee intends to leave, two weeks for therapists and three weeks for office staff. Failure to provide and work such notice will result in forfeiture of any accumulated PTO time.
- c. No PTO will be allowed during the 2, 3, or 4-week resignation period, **even PTO previously approved.**
- d. PTO hours will not accrue while an employee is on leave of absence.
- e. Unused PTO will be paid at 50% of the value of what has been accrued to the date of the separation and in accordance with state/federal law where applicable, except in the event of a facility contract ending.
- f. When a facility contract ends and there is no reasonable transfer opportunity available for the employee, unused PTO will be paid at 100% of the value of what has been accrued to the date of the separation, even if the employee has been employed for less than one year. If a reasonable transfer opportunity is available and the employee declines that opportunity, then standard PTO payout terms will apply. When necessary, HR will determine whether or not a transfer opportunity is reasonable.
- g. PTO use for low census or for a previously approved time off request may be approved for use during the 2-week period prior to closing the site.

Unpaid time off is time missed during an employee's regularly scheduled workweek for which pay is not received. Unpaid time off is permitted only in limited circumstances, such as prearranged time off during the initial 90-day period where no PTO can be used, or extended medical or family leave, and must be approved by the Area Rehab Director/Operations Director. PTO **MUST** be used before any unpaid time off will be approved.

Unpaid time off less than a normal working day may be permitted during a regularly scheduled workweek when all business needs are met in a facility and/or region as determined by the ARD. When there are unmet business needs, such as patient care needs at another program within an employee's geographic area (as defined in policy 5.01 Travel for Business), those needs must be met before unpaid time will be considered.

Employees with status of FT30 or part time must maintain average status over an eight-week period to continue to qualify for benefits.

If an employee is unable to complete their regularly scheduled workweek (i.e. due to illness, etc.) and PTO is available, those available PTO hours must be utilized.

It may be possible to temporarily adjust an employee's schedule to accommodate time off, but this must be pre-authorized by the Area Rehab Director or supervisor. For example, a therapist that normally works Monday through Friday and needs Monday off, may work Tuesday through Saturday for that week and not use any PTO. However, any such changes will be allowed only if the needs of the company and the clients served by the company are met first.