

**NUECES COUNTY HOSPITAL DISTRICT
POLICY AND PROCEDURE**

Date of Origin: June 1, 1998

Authorized By:

Approved By:

Date of Revision: November 1, 2009

Administrator:

Date of Review:

Jerry L. Mize

Title: HOLIDAYS

Policy:

302.2

I. POLICY

Full time employees are authorized days away from work for the holidays recognized by the Nueces County Hospital District. The holiday year extends from January 1 through December 31. The holidays recognized are New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and day after Thanksgiving and two (2) days during the Christmas Holiday at which will be determined due to yearly date changes. Nueces County Hospital District offices will be closed for these ten major holidays. If a recognized holiday falls on a non-workday, NCHD will notify employees of the alternative date for the holiday.

Pay for a holiday is included in Paid Time Off benefits and time away from work for holidays and will be deducted from employees' accrued Paid Time Off balance.

II. PURPOSE

The purpose of this policy is to define the recognized holidays and establish guidelines for time off during holidays.

III. RESPONSIBILITY

Supervisors are responsible for scheduling time off for holidays and for scheduling any additional days off during holidays.

IV. GUIDELINES

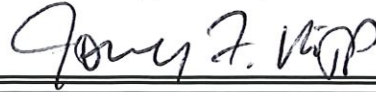
- A. As with all time away from work, employees must have time away from work during the holidays approved by their supervisors.
- B. Employees with adequate accrued PTO benefits will record the holiday as 8 hours of PTO time on the NCHD pay sheet.
- C. Employees without adequate accrued PTO hours will take the holiday off with pay for any accrued PTO hours and without pay for the rest of the 8 hours. Employees will write the PTO hours and the hours "without pay" on the NCHD pay sheet next to the holiday.

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Title: PAID TIME OFF (PTO)

Policy: 302.4

I. POLICY

The Nueces County Hospital District considers paid time away from work essential to maintaining the morale and productivity of its employees. Such time is an opportunity to become refreshed mentally and physically and thus be better prepared for carrying out job responsibilities.

The Nueces County Hospital District has established a Paid Time Off (PTO) program to provide a positive and equitable plan that permits the employee to be paid for absences from work for personal reasons as delineated in Paragraph IV (B). It combines into one plan benefits associated with holidays and vacation. The amount of PTO time accrued by an employee is determined by the employee's status of employment and length of service as set out below.

The PTO program was developed to provide greater flexibility for employees in the use of earned time off benefits and to encourage employees to plan and schedule time off thus decreasing unscheduled absences from work.

Notwithstanding the above, and in consideration of the ongoing business needs of the Hospital District, eligible employees may exchange certain limited accrued PTO hours for discounted compensation in accordance with this policy.

II. PURPOSE

The purpose of this policy is to define benefits and establish guidelines governing the use of Paid Time Off.

III. RESPONSIBILITY

Employees are responsible for scheduling time away from work with their supervisors.

Supervisors are responsible for reviewing the requests by employees for days away from work and either approving or disapproving the requests based on the requirements of the work place.

IV. PTO BENEFITS

A. Employees will accrue Paid Time Off (PTO) benefits each pay period based on full time employment status and length of service.

40 Hours Per Week Accrual Schedule

<u>Years of Service</u>	<u>Accrual</u>	<u>Days</u>
0 - 60 months (1 st - 5 th year)	26 pay periods x 7.385 = 192 hrs	24
61 - 72 months (6 th year)	26 pay periods x 7.693 = 200 hrs	25
73 - 84 months (7 th year)	26 pay periods x 8.000 = 208 hrs	26
85 - 96 months (8 th year)	26 pay periods x 8.308 = 216 hrs	27
97 - 108 months (9 th year)	26 pay periods x 8.616 = 224 hrs	28
109 - 168 months (10 th - 14 th year)	26 pay periods x 8.924 = 232 hrs	29
>169 months (15 th year & over)	26 pay periods x 10.462 = 272 hrs	34

32-39 Hours Per Week Accrual Schedule

<u>Years of Service</u>	<u>Accrual</u>	<u>Days</u>
0 - 60 months (1 st - 5 th year)	26 pay periods x 6.154 = 160 hrs	20
61 - 72 months (6 th year)	26 pay periods x 6.462 = 168 hrs	21
73 - 84 months (7 th year)	26 pay periods x 6.770 = 176 hrs	22
85 - 96 months (8 th year)	26 pay periods x 7.077 = 184 hrs	23
97 - 108 months (9 th year)	26 pay periods x 7.385 = 192 hrs	24
109 - 168 months (10 th - 14 th year)	26 pay periods x 7.693 = 200 hrs	25
>169 months (15 th year & over)	26 pay periods x 9.231 = 240 hrs	30

B. Accrued PTO will be used to compensate employees at their base hourly rate of pay when they are away from work for short-term excused absences including:

1. Vacations
2. Holidays
3. Family emergencies and illnesses
4. Religious observances
5. Preventative health and dental care
6. Personal business
7. Other as approved by the employees supervisor

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- C. The hours of PTO an employee accrues in each pay period will be based on the eligible work hours and the eligible benefit hours paid to the employee during the pay period. Regular hours, PTO hours, Civil Leave hours and Bereavement Leave hours are considered eligible hours and will accrue PTO benefits. Leave of Absence or other unpaid time away from work and overtime hours are not eligible hours for accrual of PTO.
- D. The maximum number of hours eligible for PTO payment during any pay period will not exceed eighty (80) hours.

V. ELIGIBILITY

- A. Full-time employees scheduled to work at least thirty-two (32) hours per week will earn PTO in accordance with the earning schedule listed under Paragraph IV (A) PTO Benefits.
- B. All full-time employees will begin accruing PTO on their first day of employment. However, the PTO time is not considered vested until the employee completes six (6) months of employment.

VI. USE OF PTO

- A. Employees may not schedule and use PTO time until after the completion of the first six (6) months of employment, except for holidays that fall within the pay period. If a recognized holiday falls during the six (6) month period, the employee may use PTO time to cover the holiday if the PTO time has already been accrued. After completion of the first six months of employment, PTO may be used as earned, with the approval of the employee's supervisor. PTO benefits will not be paid prior to accrual.
- B. At the supervisors discretion employees' are to use the "Request for Time Away from Work" form to request PTO time away from work or an email request may be sent to the supervisor. The employees' supervisor will document approval or disapproval of the employees' request to schedule PTO time on the "Request for Time Away from Work" form and send a copy of the form to the employee or by email response. The original form will be filed in the employees file. (Attachment 1, Request for Time Away from Work)

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- C. Employees should submit requests for time off to their supervisor as far in advance as possible. When unanticipated absences are necessary for illnesses or emergencies, the employee will notify their supervisor as soon as possible. The employee should complete the "Request for Time Away from Work" form or send an email the next scheduled working day, but no later than the end of the pay period in which the absence occurred.
- D. Employees who fail to notify their supervisors in advance to allow for staffing adjustments may not receive approval for PTO pay for unscheduled absences. Repeated failure to provide advance notice or excessive use of unscheduled PTO time may result in disciplinary action up to and including termination.
- E. An employee's supervisor reserves the right to approve or disapprove all requests for time away from work based on the needs of NCHD. Whenever possible, PTO will be scheduled in conjunction with the desires of the employee.
- F. PTO hours will not be used to compensate employees for tardiness.
- G. Employees who are on disciplinary or investigatory suspension without pay may not use PTO time during the suspension.
- H. Employees may not use PTO time during a Leave of Absence. An employee will not accrue PTO during a Leave of Absence.
- I. Sick Leave time, Bereavement Leave time and Civil Leave time are benefits provided separately from PTO benefits and employees are not required to use PTO hours when away from work for one of these reasons.

VII. PAYMENT OF PTO

- A. PTO will be paid at the employee's current base hourly rate when approved by the employee's supervisor.
- B. PTO will be paid in units of no less than one (1) hour.
- C. An employee may receive no more than the equivalent of his/her regularly scheduled bi-weekly time in PTO per pay period.

VIII. MAXIMUM ACCRUAL OF PTO BENEFITS

- A. Employees are encouraged to use all of their accrued PTO during their service year. It is the employee's responsibility to request time off and to work out an acceptable schedule with his/her supervisor.
- B. When the volume of work is such that employees are unable to use all accrued time within the service year, they may carry forward their accrued PTO balance to the next year. An employee's maximum accrual balance may not exceed a total of two (2) years PTO accrual. An employee who has reached the maximum PTO accrual will not accrue additional PTO until the balance falls below two (2) years maximum accrual.

IX. EXCHANGE OF ACCRUED PTO HOURS FOR DISCOUNTED COMPENSATION

- A. In consideration of the ongoing business needs of the Hospital District, eligible employees may exchange certain limited accrued PTO hours for discounted compensation as set forth below.
- B. An employee is eligible to participate in the exchange of certain limited accrued PTO hours for discounted compensation when the following conditions are met:
 - 1. The employee has satisfactorily completed his/her initial introductory period of employment with NCHD; and
 - 2. The employee's current performance is satisfactory and the employee is not undergoing disciplinary action; and
 - 3. The employee has accrued PTO sufficient to allow the exchange of at least sixteen (16) hours of PTO and retain a minimum of eighty (80) hours of PTO **after** exercising the exchange.
- C. Eligible employees may exchange only those PTO hours for that accrue during and after the Hospital District pay period beginning March 30, 2002.

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- D. Eligible employees may request an exchange of accrued PTO hours discounted compensation during the second pay periods of May and November. An employee may not request and exchange of accrued PTO at any other time.
- E. The amount of accrued PTO hours eligible for exchange is based on the number of total PTO hours accrued as of the end of the pay period immediately preceding the pay period in which the request for exchange occurs.
- F. An eligible employee wishing to exercise the exchange must complete the "Employee PTO Exchange Form" and have the request approved by his/her immediate supervisor. The employee's supervisor will forward the form to the HR Department for processing. (Attachment 2, Employee PTO Exchange Form).
- G. Eligible employees will be compensated for exchanged PTO hours at eighty percent (80%) of their current hourly rate.
- H. Exchanged PTO hours will be compensated in the pay period immediately following the approved request for exchange.

X. TERMINATION OF EMPLOYMENT

- A. Employees who terminate employment after six (6) months of service and leave in good standing will be paid all accrued unused PTO hours.
- B. Employees who resign with less than six months of service or employees discharged for cause (misconduct) will not be paid accrued PTO benefits.