	THE JOHNS HOPKINS HOME CARE GROUP HUMAN RESOURCES POLICY MANUAL	<i>Policy Number</i>	II-108
		<i>Effective Date</i>	01/01/03
	<i>Subject:</i> VACATION	Revised	07/01/08

POLICY

It is the policy of the Johns Hopkins Home Care Group (JHHCG) to support employees time away from the demands of their regular work commitment. In keeping with this policy, JHHCG provides leave for eligible employees on a pre-approved, pre-scheduled basis in the form of paid vacation. Eligibility for the accrual of vacation hours is based on length of service and the number of hours regularly scheduled to work.

This policy defines methods and guidelines by which employees may request and have time away from work for purpose of vacation.

Eligibility:


- a. Regular full-time employees, who have successfully completed the new hire/introductory period (normally a 90 day period), who work 40 hours per week are eligible for paid vacation as described in table A-1.
- b. Regular hourly part-time and limited (20-39 hours) employees are eligible for paid vacation as described in table A-1 on a pro-rated basis, after completing their new hire/introductory period. Accumulated vacation is prorated in proportion to the number of hours their employment status reflects.

NOTE: Ineligible employees are those with less than 90 days of JHHCG employment, temporary employees, part-time employees with an employment status of less than 20 hours per week, per visit staff and/or casual employees.

PROCEDURE

- a. Employees requesting vacation time will complete the Request for Time Off Form.
- b. The employee will then obtain their supervisor's signature. The supervisor will authorize or deny (with reason) the request based on the amount of available vacation time. The decision will also be based on the staff needed to maintain and assure optimum patient care and departmental operations.
- c. The supervisor should return one copy of the request within three (3) days of the request being submitted to them.

Allotment of Vacation Credits

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a. Accrual and Credited

1. Vacation accrues from the employee's first day of hire. However, employees are ineligible to use accrued vacation credits until they have successfully completed their new hire/introductory period, usually (90 days).
2. Vacation allotments are credited to an employee's account on the first day following the end of the pay period.
3. Accrual of vacation credit for part-time hourly employees is based on the hours the employee's employment status reflects. If an employee is hired to work 20 hours, the vacation accrual is based on the 20 hours that their employment status reflects. This is true although they might work more or less hours per week.
4. The date that the employee became an eligible (benefited) employee is the date used for calculating the increases in the level of benefits provided.

b. Earned Time

1. Regular full-time exempt and nonexempt employees shall be allotted vacation credits per Table A-1.
2. Regular part-time exempt and nonexempt employees will be allotted vacation credits, per Table A-1 on a pro-rated basis.


c. Maximum Accumulation

Employee's annual maximum accrual is 1.5 times effective to carry over beyond their anniversary date.

- d. Employees on approved Unpaid Leave of Absence longer than 30 days will not accrue vacation. The leave period will continue to count toward service time to determine the accrual rate.

Scheduling and Length

1. Employees must successfully complete their new hire/introductory period before any paid vacation may be scheduled and granted.
2. Supervisors will schedule vacations, taking into consideration company and department

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operations. Employees must submit requests for vacation to the supervisor in writing at least two (2) weeks before requested time-off.

3. Vacation will be scheduled on the employee's regularly scheduled work days. Employees may not be scheduled for a period longer than the vacation credit in the employee's account. **NO ADVANCED VACATION WILL BE ALLOWED.**

Vacation Scheduling


- a. Vacation must be requested and approved in writing and scheduled in advanced prior to being taken. Approval of vacation at a particular time may be denied if it conflicts with the efficient operations of the company.
- b. Two (2) employees in the same department, of the same position category or same clinical team, are not usually permitted to take vacation leave simultaneously. Exceptions may be made with prior approval of the Department Director. Vacation requests will be approved equitably but when possible the manager will give preference to the employee with the greatest seniority.
- c. Request for leave from Memorial Day to Labor Day must be submitted by April 15, in order receive preference for seniority.

Length of Vacation

- a. Vacations shall not be scheduled for less than four (4) hours.
- b. Vacations will not be scheduled or allowed for a period longer than the accrued vacation credit in the employee's vacation account.
- c. Vacations during peak period will not exceed 10 working days. Vacation longer than 20 working days during non-peak periods must have Department Director approval.
- d. Vacation time is limited during the Winter Holiday Season (December 15 to January 02).
- e. Vacations shall only be scheduled on the employee's regular scheduled workday and only for the number of hour regularly scheduled on those days.

Vacation with Sick, Holiday or Funeral Leave

- a. When an observed holiday occurs during an employee's vacation period, the

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hours are scheduled as holiday hours and not charged to an employee's vacation account.

- b. If sick leave or funeral leave occurs prior to and extends into a scheduled vacation period, the vacation time will be rescheduled.
- c. If sick or funeral leave occurs after the vacation has started, the vacation leave is taken as scheduled.
- d. For the purpose of this policy, an employee commences their vacation at the end of their shift on the last day worked prior to the vacation period.

Vacation Pay

Vacation pay is based on the regular rate of pay at the beginning of the vacation period for the number of hours requested off.


Pay in Lieu of Vacation

Employees shall not be eligible to receive pay in lieu of vacation except in the following instances:

1. Employees who are on approved leave of absence.
2. Employees who are voluntarily separating from employment will be paid the balance of their unused vacation if all criteria under the Separation Policy is followed.
3. Employees changing employment status from regular to per-visit or temporary full-time or part-time (less than 20 hours/week).
4. In the event of an employee's death, payment of accrued and unused vacation credits shall be made in accordance with applicable state law.
5. Employees who have exhausted all of their accrued sick leave time will be paid vacation pay to cover days of absence due to their illness or the illness of an immediate family member. An immediate family member is defined the employee's spouse, parent or child.

Responsibilities

Employees are responsible for timely submission of their vacation requests to their supervisor

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and for obtaining the necessary advance approvals. Employees will be responsible for assuring that they have sufficient hours available to cover vacation leave. In addition, employees must ensure that their work responsibilities are covered prior to their scheduled vacation.


Supervisors and employees are responsible for verifying available vacation balances prior to approving vacation requests. Such requests should be approved or disapproved in a way that maintains and assure optimum patient care and an efficient departmental operation.

Related Policies

- Sick Leave
- Holidays
- Family and Medical Leave Act
- Funeral Leave
- Separation
- Unpaid Leave of Absence

Application Forms

- Request of Vacation Form

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Vacation Accrual Table Effective 1/1/97

TABLE A-I

Regular Full-Time Employees (40hrs)
EXEMPT


Length of Service	Biweekly Vacation Hours Hrs. Allowance	Annual Vacation Allowance
Up to 2 years	4.6hrs	15 Days (120 hrs)
More than 2 -less than 5	5.5hrs	18 Days (144 hrs)
More than 5 - less than 10	6.4hrs	21 Days (168hrs)
More than 10	8.3hrs	27 Days (216hrs)

Regular Full-Time Employees (40 hrs)
NON-EXEMPT

Length of Service	Bi-weekly Vacation Hrs. Allowance	Annual Vacation Allowance
Up to 2 years	3.0	10 Days (80 hrs)
More than 2 -less than 5	4.0	13 Days (104 hrs)
More than 5 - less than 10	5.5	18 Days (144 hrs)
More than 10	6.4	21 Days (168 hrs)

Part-time employees accrue vacation time on a pro-rated basis, in relationship to their regularly scheduled hours.

SPONSOR

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Director Human Resources

REVIEW CYCLE
3 years