	THE JOHNS HOPKINS HEALTH SYSTEM CORPORATION AND THE JOHNS HOPKINS HOSPITAL HUMAN RESOURCES POLICY and PROCEDURE MANUAL	Policy Number	HR326
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## **POLICY**

It is the policy of The Johns Hopkins Health System Corporation (JHHSC) and The Johns Hopkins Hospital (JHH) to provide Paid Time Off (PTO) for absence from work. This includes time off for a variety of reasons such as vacation, personal appointments, personal or family illness, and other emergency time off. All "scheduled" PTO leave must be requested in advance and approved by the employee's supervisor. Every effort will be made to grant requests with first consideration given to patient care and the operating efficiency of the department.

## **Eligibility**

All non-bargaining unit employees who are regularly scheduled to work 20 or more hours per week are eligible. Please refer to the Collective Bargaining Agreement for related policies for bargaining unit employees.

## **PTO Entitlement**

Full-time employees will accrue PTO based on scheduled hours (up to a maximum of 80 hours bi-weekly), and part-time employees will accrue PTO on a pro-rated basis according to hours of work paid (up to maximum of 80 hours worked bi-weekly). Part-time employees may accrue PTO up to the maximum accrual for full-time employees as shown in the chart below. New employees will begin to accrue PTO hours on their date of hire and are eligible to use PTO after completion of the probationary period. Employees are allowed to accrue up to 1.5 times their annual PTO accrual. Any PTO in excess of the 1.5 times will be lost.


The amount of Paid Time Off an employee is entitled to is based on length of service. The annual accrual schedules for full time employees are as follows and are based on a 40 hour work week, eight-hour day:

<b>Non-Exempt Employees</b>		
<b>Years of Service:</b>	<b>Maximum Annual Accrual:</b>	<b>Max Accrual</b>
0 up to 2	17 days/year (5.23 hours/bi-weekly pay / 136 hours annually)	<b>25 days/204 hours</b>
2 up to 5	19 days/year (5.85 hours/bi-weekly pay / 152 hours annually)	<b>28 days/228 hours</b>
5 up to 10	22 days/year (6.77 hours/bi-weekly pay / 176 hours annually)	<b>33 days/264 hours</b>
10 up to 20	27 days/year (8.31 hours/bi-weekly pay / 216 hours annually)	<b>40 days/324 hours</b>
20 or more	32 days/year (9.85 hours/bi-weekly pay / 256 hours annually)	<b>48 days/384 hours</b>

<b>Exempt Employees</b>		
<b>Years of Service:</b>	<b>Maximum Accrual:</b>	<b>Max Accrual</b>
0 up to 2	22 days/year (6.77 hours/bi-weekly pay / 176 hours annually)	<b>33 days/264 hours</b>
2 up to 5	25 days/year (7.69 hours/bi-weekly pay / 200 hours annually)	<b>37 days/300 hours</b>
5 up to 10	27 days/year (8.31 hours/bi-weekly pay / 216 hours annually)	<b>40 days/324 hours</b>
10 up to 20	28 days/year (8.62 hours/bi-weekly pay / 224 hours annually)	<b>42 days/336 hours</b>
20 or more	32 days/year (9.85 hours/bi-weekly pay / 256 hours annually)	<b>48 days/384 hours</b>

## **Accrual Maximum**

PTO may be accrued to a maximum of one and half (1.5) times the amount the employee earns annually. Any PTO in excess of the 1.5 times will be lost.

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### **Leave Of Absence**

While under approved Leave of Absence, the employee will cease all time accrual eligibility. Any eligibility time balances that an employee has currently in their bank prior to LOA commencement are qualified for payment during the leave period. The department must pay the employee with any available PTO, sick, or vacation time at the rate of 100% while under leave. The employee will be paid on a pay period basis until accrued leave is exhausted or the employee returns to work, whichever occurs first. Please refer to the Collective Bargaining Agreement for related policies on bargaining unit employees while under LOA (accrual exception for sick/vacation). *For additional information on LOA procedures with PTO Benefits, please refer to Leave of Absence Policy HR329.*

### **Rate**

Hopkins will grant PTO pay for regular work days at an employee's prevailing rate (including shift differential for employees regularly scheduled to work only evening and/or night shifts) at the time the leave is taken. PTO is not counted as hours worked for purposes of calculating overtime pay. Overtime pay is based on 40 hours worked in a given week, not 40 or more hours recorded.

### **Payment upon Separation**

An employee who has completed the probationary period will be paid for all accumulated and unused PTO hours at 50% of the employee's base rate of pay upon separation (including shift differential, if applicable), provided the employee has given at least 10 scheduled workdays in advance of resignation (or four scheduled working weeks in advance for all RNs and LPNs) along with a dated and signed notice stating the effective date of resignation (*see Policy HR 608*). If an employee is terminated during the probationary period, all accrued PTO time is forfeited. For unfortunate cases of an employee passing away, any remaining PTO time will be paid to the designated beneficiary at the rate of 100%.

### **Transition Periods - Applicable to Employees Hired Prior to March 1, 1998**

The PTO Program was phased in for all employees hired prior to March 1, 1998. To ease the transition from the current leave policies at that time, several transition periods were established to allow employees to use their old vacation. All transition periods ended on March 1, 2003. Any excess PTO over an employee's 1.5 times maximum accrual was transferred to a sick bank on March 1, 2003.

### **Sick Leave**

Current levels of accrued sick leave will remain in an employee's Sick Bank and will be retained indefinitely until all hours are used or an employee terminates employment. Employees may be paid from their Sick Bank beginning on the first day for their own illness/injury, for their child, spouse, or parent due to illness/injury or for the adoption of a child. If an employee does not have time in their Sick Bank, he/she will be paid from their PTO Bank. Employees must use their Sick Bank or PTO Bank to supplement any Short Term Disability benefits they may receive.


### **Special Rules for 62 and Older (with 20 years of Service) on March 1, 1998**

To recognize their dedication and length of service to JHHSC/JHH, employees who were age 62 or older and had 20 or more years of service on March 1, 1998, were given special consideration in the transition to the PTO program. Employees in this group may carry over the full balance of their Old Vacation bank indefinitely, until they retire. At that time, the employee will receive a payout for 100% of their Old Vacation Bank and 50% of the PTO bank. For this reason, employees in this group may use accrued PTO before Old Vacation, if they wish.

### **Funeral Leave**

Employees may be granted up to a three days absence from scheduled duty with pay in the event of death in their immediate family, within one week of the date of death. For this purpose, the employee's immediate family includes the following:

Brother	Grandparent	Spouse
Child	Legal Guardian	Same Sex Domestic Partner
Child of Same Sex Domestic Partner	Parent	Step-child
Foster Parent	Parent-in-law	Step-parent
Grandchild	Sister	

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It is the employee's responsibility to notify his/her supervisor immediately upon learning of the death. The employee may be asked to submit proof of death (i.e., newspaper clipping and/or death certificate) and proof of relationship to the deceased, in order to be eligible for paid time off for such leave.

## **Guidelines**

The following are guidelines that managers may use at their discretion in the administration of PTO:

### **PTO Transfer**

It is recognized that from time to time PTO eligible employees will exhaust their PTO hours due to a variety of reasons. It is also recognized that other PTO eligible employees within a department may volunteer to transfer some of their PTO to another employee. A department may also consider allowing PTO hours to be transferred from one eligible employee within their functional unit under certain conditions.

The purpose of allowing the transfer of PTO hours from one employee to an employee who has exhausted his/her PTO hours is to assist that employee during a period of catastrophic financial need. Examples of illnesses or conditions not eligible for PTO transfer include:

- Uncomplicated pregnancies
- Elective surgeries
- Short-term illnesses
- Other conditions as evaluated by Human Resources

The maximum amount of PTO hours an employee may transfer to another eligible employee in any six month period is 80 hours. The minimum amount of PTO hours an employee can transfer is eight hours.

PTO hours can only be transferred to a PTO eligible employee who has completely exhausted their PTO hours. Transferred PTO hours will be paid out at 50% as a "terminal benefit" should an employee terminate before the use of all transferred PTO hours. (Departments requesting the transfer of PTO should consider this at the time hours are donated.)

Once PTO hours have been transferred, those transferred PTO hours cannot be transferred back to the giving employee, nor can transferred PTO hours be transferred to another employee.

To be eligible to transfer or receive PTO hours, the written approval of the Supervisor/Manager and the Director/Administrator must be obtained. The responsible Vice President for the department should approve the request and forward it to the Director of Human Resources, with a letter to justify the reasons for the request. The Human Resources department will then issue the final review and written approval. The PTO Transfer Authorization Form must be completed by the employee donating the PTO hours and attached to the letter indicating the reasons for the PTO Transfer.

### **Seniority**

When approving a request from an employee to take PTO, managers may consider seniority of an employee but recognize that that same employee should not always be granted the time off over employees with less seniority.


## **Scheduling**

### **Scheduled Leave**

Requests for leave of one week or longer must normally be made at least one week in advance. Departments may require a longer period of notice depending on needs of the department. PTO may be taken in a minimum of one hour increments. Departments may establish minimum increments of leave up to four hours depending on the department's need with the exception of Family Medical Leave, which may be taken in one hour increments.

### **Unscheduled Leave**

In order to receive unscheduled PTO leave, an absent employee must notify his/her supervisor each day at least one hour prior to the beginning of his/her shift unless the employee has a valid excuse for his/her inability to call. In departments where this requirement does not apply, an alternate notification will be established. PTO may be taken in a minimum of one hour increments. Departments may establish minimum increments of leave up to four hours depending on the department's need with the exception of Family Medical Leave, which may be taken in one hour increments.

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## **PROCEDURES**

<b>Employee</b>	1. Request foreseeable need for time off at least one week in advance, or according to department guidelines
<b>Supervisor/Manager</b>	1. Determines approval/denial of employee request for time off 2. Records decision in department records 3. Properly registers the time off into the Payroll System
<b>HR Service Center/ Benefits Department</b>	1. Responds to an employee or department's inquiry regarding the Paid Time Off policy 2. Administratively assist a department through the PTO Transfer process if needed

## **REFERENCE**

HR329 Leave of Absence (LOA)

HR328 Family & Medical Leave (FML)

HR601 Attendance Management

Handbook to Absence/Attendance Codes (<http://www.hopkinsmedicine.org/jhhr/BenefitsWellnet/Payrolldoc.pdf>)

## **SPONSOR**

Vice President, Human Resources.

## **REVIEW CYCLE**

3 years

## **APPROVAL**



\_\_\_\_\_  
Vice President, Human Resources

\_\_\_\_\_  
Date