

## POLICY

The Company provides Paid Time Off (PTO) benefits to allow employees vacation time, personal time, time off for illness and for family or other needs.

## PURPOSE

The PTO benefit allows employees time away from work for rest and relaxation, with pay, in recognition of services performed.

## PROCEDURES

### 1. Eligibility

All Campus Hourly, PCA Hourly and PCA Pharmacists full-time employees (regularly scheduled to work thirty (30) or more hours per week) and part-time employees (regularly scheduled to work fifteen (15) to twenty-nine (29) hours per week) are eligible to receive PTO. PRN/Temporary employees working less than fifteen (15) hours per week on a regular basis are not eligible to receive PTO.

### 2. Availability

PTO is not received or available for use until an employee has completed ninety (90) days of employment. Time off may be requested/scheduled any time after completion of ninety (90) days of employment.

### 3. Accumulation and Payment of PTO

Length of service determines the rate at which the employee will receive PTO. PTO is given based upon hours worked per week, including PTO hours taken. PTO is paid an employee's straight time rate. PTO is calculated based upon work performed during the employee's anniversary year. Employees with advanced scheduling and approval of PTO should be paid PTO hours plus hours actually worked, even if they may exceed forty (40) hours in a week. PTO hours are not part of overtime calculations. PTO is not earned on unpaid leaves of absences or PTO payouts upon termination. The carryover maximum for part-time employees is equal to one half of the carryover maximums stated below. PTO is paid based upon the employee's regular work schedule and regular rate of pay.

## PTO is awarded as follows:

Months of Service	*PTO Rate per Hour	Maximum PTO (assumes 40 hours per week)	Carryover Maximum
0-60 months	.0846	22 days (176 hours)	80 hours
61+ months	.1038	27 days (216 hours)	120 hours
120+ months	.1077	28 days (224 hours)	192 hours

\*(No PTO is received in zero to ninety (0-90) days of employment. Upon completion of ninety (90) days the employee receives the total for the first ninety (90) days.)

Employees with 10+ years of service receive an additional 8 hours of PTO as part of the Employee Recognition Program. **The additional PTO is not reoccurring, but rather a one-time reward for service.**

#### 4. Uses and Scheduling of PTO

It is the employee's responsibility to inform his/her supervisor at least thirty (30) days in advance of foreseeable vacations, personal appointments and planned absences. Requests for PTO may be approved after considering numerous factors, including staffing schedules, budget and various business needs. Employee tenure will be considered when approving or scheduling PTO. Requests for PTO should be made in advance prior to the schedule being posted. The Company will try to honor all time off requests; however, there may be occasions when business needs warrant an employee's presence on the job.

One week of scheduled PTO will be permitted at a time unless otherwise approved by the Supervisor.

PTO will not accumulate on hours paid for bereavement, leaves of absences and PTO cash outs. Employees accumulate on PTO hours up to forty (40) per week.

An employee is required to use PTO hours from their balance when requesting time off or calling in. Approved absences taken by employees who have a zero PTO balance will be unpaid.

An employee is required to use PTO hours according to his/her regular work schedule. For example, if an employee works a six (6) hour day, he/she would request six (6) hours of PTO when taking that day off. PTO may be used in a minimum of two (2) hour increments.

#### 5. Carry Over

If an employee's PTO balance exceeds the stated carryover maximum at his/her anniversary date the hours in excess will be lost or forfeited. **Employees may use the cash out option prior to their anniversary month to minimize forfeiture of PTO.** Cash out guidelines will apply.

#### 6. Transfers

Employees transferring from full-time or part-time to PRN/temporary employment status will not accumulate any additional PTO after the effective date of the change.

Employees transferring from FT or PT to PRN/Temporary employment status will not accumulate any additional PTO after the effective date of the change.

**Hourly employees** who were paid hourly prior to their transfer and who have completed six (6) months of employment with the Company on the date of transfer, will be paid out their PTO balance as long as they work out their two (2) week notice period in accordance with Section 8 below, unless specified by applicable state law (Massachusetts).

**Salaried employees** who transfer from FT or PT to PRN/Temporary will be paid 50% of their PTO balance as long as they have completed five (5) years of employment and work out their thirty (30) day notice period.

Any employee whose transfer date takes place prior to the completion of six (6) months of employment with the Company will not be paid for unused accumulated PTO hours and the hours are considered forfeited, unless required by applicable state law (Massachusetts).

## 7. **Cash Out**

Employees covered under this policy who have completed six (6) months of employment with the company may cash out PTO hours up to a maximum of forty (40) hours per quarter.

PTO Cash out requests must be submitted on the **PTO Cash Out Request** Form. PTO cash out requests must be received by the second (2<sup>nd</sup>) Friday of each month and will be paid on the third (3<sup>rd</sup>) Friday of each month.

Any cash out request submitted by an employee will be adjusted as needed as to not put the employee into a negative PTO balance. PRN/Temporary employees are not eligible to cash out PTO.

## 8. **Payment Upon Termination**

**Termination for Cause** – Employees who are involuntarily terminated will not be paid for any unused accumulated PTO hours. Examples include but are not limited to; attendance, failed introductory period, unsatisfactory performance, violation of policy, gross misconduct, job abandonment and no call no show (NCNS).

**Supervisory Request** – In the event the supervisor requests an employee not work out the required notice period, the employee will be paid through the notice period plus for any for any unused accumulated PTO hours per the policy.

**Hourly Employees** leaving employment with the Company will be paid for any unused PTO hours, provided the employee has completed six (6) months of employment with the company and have given a written two (2) week written notice of resignation.

**Department Heads** leaving employment with the Company will be paid for any unused PTO hours, provided the employee has completed six (6) months of employment with the company and have given a thirty (30) day written notice of resignation.

**Pharmacists** leaving employment with the company will be paid for any unused PTO hours, provided the employee has completed six (6) months of service with the company and has given a thirty (30) day written notice of resignation.

It is expected that a terminating employee will work the entire time designated by his/her notice without utilizing PTO. Call off's, NCNS and failure to work the entire notice period will result in the forfeiture of unused accumulated PTO, unless specified by applicable state law (Massachusetts).

*Important! Non-compliance regarding appropriate written notification and timeframes as well as failure to work the entire notice period will result in the employee not being eligible for rehire.*

Employees will receive eligible PTO termination payouts via a live check one (1) pay period following their final paycheck.

## 9. Holidays

Paid holidays include: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. Holidays begin at 12:00 midnight and end at 11:59 p.m. the actual day of the holiday for pay purposes. Pay allowance is based on the employee's regular work schedule and regular rate of pay.

The Company provides a Paid Time Off (PTO) program to allow eligible non-exempt employees to receive pay for holidays.

Full-time employees covered under this policy who work on an observed holiday will be paid at a rate of time and one-half (1 ½) their regular rate for hours worked that shift.

Full-time employees covered under this policy who do not work on the holiday, but wish to be paid for the holiday must request hours from available PTO. For an employee to be eligible to receive time and one-half (1 ½) pay for working a holiday, the employee must work both their scheduled day before and their scheduled day after the holiday. Otherwise, the employee will be paid their regular rate of pay for the holiday but, will still be paid overtime for any hours worked over forty (40) in the pay-period.

Part-time and PRN employees covered under this policy, who work on an approved holiday will be paid at a rate of time and one-half (1 ½) their regular rate for hours worked that shift. Part-time employees that do not work on the holiday but wish to be paid for the holiday must request hours from their available PTO.

## 10. Other Holiday Rules

If any employee requests time off to observe a holiday not recognized by the Company, such time off may be granted without pay or by using PTO if available and approved by the Supervisor.

Requests for holiday time off should be given to the Supervisor at least thirty (30) days prior to the posted schedule containing the requested holiday

If an employee works a standard schedule of Monday through Friday – five (5) days per week and a holiday falls on a Saturday, the holiday will be observed on the preceding Friday. If the holiday falls on a Sunday, it will be observed on the following Monday.

## 11. Paid Time Off (PTO) Donation

PTO may be donated by hourly employees as defined in the **Donation of Paid Time Off Policy**.

12. PTO is never considered to be "accrued" or "earned" as those terms are defined by applicable law.

Questions surrounding this policy may be directed to the Manager/Supervisor or Employee Relations Support.

<b>Policy Name:</b>	Paid Time Off (Hourly, Campus, Hourly PCA, Pharmacists PCA) 2.0	<b>Effective Date:</b>	20170522
<b>Review Date:</b>	20170522 20161114 20130913	<b>Revised Date:</b>	20170522 20161114 20130913
<b>Policy Approved:</b>	SVP Employee Services	<b>Approval Date:</b>	20170522
<b>Next Review Date:</b>	September 1, 2018		

<b>Forms:</b>	<b>PTO Cash Out Request</b>
<b>Key Words:</b>	PTO, holidays, cash out, carryover maximum, PTO donation, transfers, termination
<b>Short Description:</b>	The Company provides Paid Time Off (PTO) benefits to allow employees vacation time, personal time, time off for illness and for family or other needs.

The following provides a summary of change(s) made to the **Paid Time Office (PTO) Campus Hourly, PCA Pharmacists Policy and Procedure**. Below, please find the details of change(s) made to the policy, why the policy was updated and where additional links and important resources are located. Questions surrounding this policy may be directed to Employee Services.

## Check

the changes made.



## Why


the changes were made.





## Go ▶

to important links/resources



Change Effective:	Policy Name:
05-22-17	Paid Time Off (PTO) Campus Hourly, PCA Pharmacists
 <p>Check the changes made</p>	<p>4. <b>Uses and Scheduling of PTO</b> It is the employee’s responsibility to inform his/her supervisor <u>at least</u> thirty (30) days in advance of foreseeable vacations, personal appointments and planned absences. Requests for PTO may be approved after considering numerous factors, including staffing schedules, budget and various business needs. Employee tenure will be considered when approving or scheduling PTO. <u>Requests for PTO should be made in advance prior to the schedule being posted.</u> The Company will try to honor all time off requests; however, there may be occasions when business needs warrant an employee’s presence on the job.</p> <p>6. <b>Transfers</b> Employees transferring from full-time or part-time to PRN/temporary employment status will not accumulate any additional PTO after the effective date of the change. <del>and are not eligible for PTO payout.</del></p> <p>10. <b>Other Holiday Rules</b> If any employee requests time off to observe a holiday not recognized by the Company, such time off may be granted without pay or by using PTO if available and approved by the Supervisor.</p> <p>Requests for holiday time off should be given to the Supervisor <u>at least</u> thirty (30) days prior to <del>the requested holiday</del> the posted schedule containing the requested holiday.</p>



Change Effective:	Policy Name:
05-22-17	Paid Time Off (PTO) Campus Hourly, PCA Pharmacists
 <p><b>Why changes were made?</b></p>	<p>The language clarifies questions surrounding scheduling PTO in advance, posting schedules and the accumulation of PTO after a full-time or part-time employee transfers to PRN/Temporary.</p> <p>These changes streamline communication, provide additional guidance and outline consistent administration of expectations surrounding PTO.</p> <p>This policy supersedes all other policies on Paid Time Off (PTO) Campus Hourly, PCA Pharmacists.</p>
 <p><b>Additional Links/Resources</b></p>	<p>K Drive: Employee Services\Policies\PTO Red e App – Frequent Policy Questions</p>

<b>Policy Name:</b>	Paid Time Off (Hourly, Campus, Hourly PCA, Pharmacists PCA) 2.0	<b>Effective Date:</b>	20170522
<b>Review Date:</b>	20170522 20170404 20161114 20130913	<b>Revised Date:</b>	20170522 20170404 20161114 20130913
<b>Policy Approved:</b>	SVP Employee Services	<b>Approval Date:</b>	20170522
<b>Policy Approved:</b>	Legal Counsel	<b>Approval Date:</b>	20161201
<b>Next Review Date:</b>	September 1, 2018		