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|  | ENTITY/HOSPITAL<br>INTEGRIS                     | NUMBER<br>SYS-HR-250  |
|   | MANUAL<br>System HR Policy                      | EFFECTIVE DATE<br>9/98  |
|   | SUBJECT<br>Paid Personal Leave (PPL) /EIAB Plan | REVISED<br>12/02, 4/05, 12/05,<br>2/07, 1/08, 10/08;<br>1/13; 8/13; 1/15;<br>11/15; 5/16; 01/17;<br>06/17; 1/19 |

**1.0 PURPOSE**


To provide paid time off for eligible employees of INTEGRIS through a system that rewards length of service, encourages resilience, and provides flexibility to accommodate employees’ individual needs.

**2.0 DEFINITIONS**

- 2.1. PPL or Paid Personal Leave - Bank of accrued hours used to continue pay while taking time off for: vacation, holidays, personal business and sick days.
- 2.2. EIAB or Extended Illness Accrual Bank - Bank of accrued hours used to continue pay for absences because of extended employee illnesses or disability.
- 2.3. Eligible Employees.
  - 2.3.1. PPL Account - Full-time employees (excluding employed physicians, who are addressed at section 3.3) will accrue a defined number of hours each pay period toward the maximum number of days which may be accrued annually in the PPL account, according to the number of hours paid per pay period and the employee’s length of service.
  - 2.3.2. EIAB Account - Full-time employees (excluding employed physicians, who are addressed at section 3.3) will accrue one (1) hour into the EIAB account for each fifty-two (52) hours paid, to a maximum of forty hours (5 days) annually.
- 2.4. Non-Eligible Employees – Part-time employees are not eligible to participate in the plan and do not accrue time into either the PPL or EIAB accounts.
- 2.5. Length of Service is based on employee’s most recent hire date or adjusted service date, if bridged (see Service Bridging policy (SYS-HR-282)).
- 2.6. PPL or EIAB Day – A ‘Day’ as referenced in this policy is equivalent to eight (8) hours.
- 2.7. INTEGRIS recognized holidays: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas Day.

**3.0 ELIGIBILITY AND ACCRUAL OF TIME**

- 3.1. PPL Account.
  - 3.1.1. All full-time employees are eligible and begin to accrue PPL days starting with the first day of employment. PPL days accrue according to the following schedule:

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| Years of Service | Maximum Number Of PPL Days Accrued Annually* | Maximum Number of PPL Hours Accrued Each Pay Period** | PPL Accrued Per Eligible Paid Hour |
|------------------|--|---|------------------------------------|
| 0-4 years        | 22   | 6.769 hours   | .084616 hours                      |
| 5-9 years        | 27   | 8.308 hours   | .103846 hours                      |
| 10-14 years      | 29   | 8.923 hours   | .111539 hours                      |
| 15-19 years      | 32   | 9.846 hours   | .123077 hours                      |
| 20+ years        | 34   | 10.462 hours  | .130770 hours                      |

\* A day is equivalent to eight (8) hours in this example.

\*\* Based on 80 hours paid per pay period in this example. PPL is accrued by the eligible hour.

3.1.2. Paid hours to be used as a basis for computing accrual – up to a maximum of 80 paid hours per pay period – will include: PPL, EIAB, Regular Hours, Jury Duty, Training, and Funeral Leave. Low Census days will also count toward the accrual of PPL and EIAB time. PPL is not accrued for overtime hours, on-call hours, or any unpaid leave time.

3.2. EIAB Account - All full-time employees are eligible and accrue one hour into the EIAB account for each fifty-two (52) hours paid. A maximum of five (5) days (40 hours) may be accrued annually, up to a total maximum of 130 days (1,040 hours) in the EIAB account.


3.3. Employed physicians: All paid personal leave (including PPL and EIAB) offered to physician employees will be specified within and determined by the physician’s written employment agreement.

**4.0 USE OF TIME FROM ACCOUNTS**

4.1. PPL Account.

4.1.1. PPL days may be taken with supervisory approval after the pay period in which it is accrued. PPL must be taken in increments of one hour or more.


4.1.2. PPL hours must be used for approved employee absences if the employee has accrued PPL hours available. PPL hours used, in addition to paid work hours and/or EIAB, may exceed a total of 40 hours paid per week, if taken for a regularly scheduled or additional shift previously approved by the supervisor.

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- 4.1.3. PPL must be used for full or partial day absences of exempt (salaried) employees. In accordance with the Fair Labor Standards Act, if the employee does not have accrued PPL, pay for partial day absences may not be deducted from the exempt employee’s salary. Regardless of whether an exempt employee has accrued PPL or not, pay for full day absences may be deducted from the employee’s salary if the full-day absence in question was occasioned by the personal reasons of the employee.
- 4.1.4. Employees who work in departments that are closed on holidays will take those days as PPL days. If an INTEGRIS-recognized holiday falls on a day when a department is regularly closed, the holiday will be observed on the weekday closest to the holiday. If the department is closed on the holiday, time worked on the holiday must be pre-authorized by the director of the department.
- 4.1.5. To receive pay for an unscheduled personal leave day due to an illness or emergency, you must notify your department as soon as possible before you are scheduled to start your shift (as defined in each department). It is imperative that as much advance notice as possible be given.
- 4.1.6. Scheduled days must be requested 72 hours in advance or by departmental guidelines and must be approved by the employee’s supervisor or department director.
- 4.1.7. Upon termination of employment or change in status from full-time to part-time, you may be eligible to receive a percentage of your unused, accrued PPL as a taxable payment based on your length of service as shown in the chart below. PPL cannot be used as termination notice time or during the resignation period without supervisor approval.

| Tenure                  | Percentage of accrued PPL eligible for cash out |
|-------------------------|---|
| Less than 3 years       | 0%  |
| 3 to less than 7 years  | 50%   |
| 7 to less than 10 years | 75%   |
| 10 years or more        | 100%  |

- 4.1.8. If PPL has been previously approved and a resignation notice is received, previously requested PPL must be reapproved or notice period will be extended to meet the requirements of the position.

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- 4.1.9. Employees that terminate due to a reduction in force, retirement (as defined by the INTEGRIS Retirement Plan), or death will be paid out at 100%.
- 4.1.10. PPL Sell Program: Employees can elect to sell up to 28 days of their future PPL accruals for the year, prorated on 26 pay periods, as an annual benefits election, effective January 1 following, to fund annual benefits elections.


| Tenure           | Maximum number of days to sell |
|------------------|--------------------------------|
| Up to 4 years    | 16 Days                        |
| 5 to 9 years     | 21 Days                        |
| 10 to 14 years   | 23 Days                        |
| 15 to 19 years   | 26 Days                        |
| 20 years or more | 28 Days                        |

4.2. EIAB Account.

- 4.2.1. Compensation for any employee illness or medically necessary leave up to five (5) consecutive workdays will be paid from the PPL account. Five (5) workdays is equivalent to forty (40) PPL hours for employees. On the sixth consecutive day (or the 41st hour of absence), the remaining time will be paid from the EIAB account. When the EIAB account is exhausted, additional time will be taken from the PPL account. An approved statement from a physician may be required for use of the EIAB account. Once released by the physician from medically necessary leave, PPL will be used for remaining approved leave.
- 4.2.2. EIAB hours used, in addition to paid work hours and/or PPL, may not exceed a total of forty (40) hours paid per week. EIAB must be taken in increments of one (1) hour or more.
- 4.2.3. Remaining EIAB days will be forfeited upon termination of employment or change in status to part-time.

4.3. Treatment of Unused Accrued Time.

- 4.3.1. Any remaining hours accrued in the PPL account will be carried forward until the maximum number of hours is reached in the PPL account per this section. On the last day of the pay period including January first (1<sup>st</sup>) of 2016, 2017, 2018, and 2019 all PPL time in excess of three hundred and forty (340) hours will be transferred to the EIAB account, up to the one thousand and forty (1,040) hours

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EIAB maximum. On the last day of the pay period including January first (1<sup>st</sup>) of 2020 and years thereafter, all PPL time in excess of three hundred (300) hours will be transferred to the EIAB account, up to the one thousand and forty (1,040) hours EIAB maximum.

4.3.2. If the maximum accrual has been reached in the employee’s EIAB account as of the last day of the pay period including January first (1<sup>st</sup>) of each year, the excess accrual will be forfeited.

4.4. Use of PPL and/or EIAB for On-the-Job Injuries. The use of PPL and/or EIAB to cover absences due to a workplace injury will be determined by the system Employee Incident Reporting and Workers’ Compensation policy (SYS-RM-111).

**5.0 GENERAL REGULATIONS**

- 5.1. Supervisory personnel have the responsibility to maintain a staff adequate to provide services expected of their respective areas. Supervisors have the authority to limit the granting of requests for PPL days regardless of PPL balance.
- 5.2. PPL and/or EIAB must be authorized by the supervisor.
- 5.3. PPL and EIAB cannot be taken in advance of eligibility or accrual.
- 5.4. Scheduled PPL and EIAB will be paid at base rate of the employee’s primary job. No differentials or premium pay are paid for PPL and EIAB whether scheduled or unscheduled.
- 5.5. Any PPL accrued will be paid at the base rate to an employee who transfers to a part-time status. No additional PPL or EIAB time will be accrued. Accrued EIAB will not be paid and will be forfeited.
- 5.6. In the event of the release from duty because of low census, the employee can elect to receive PPL for the remaining hours of the scheduled shift, or to take low census time off without pay. For specific, defined positions, department directors have the authority to permit an employee to be paid PPL during a prolonged low-census period.
- 5.7. Low census, on-call duty: In the event an employee does not work because of low census, and the employee is assigned on-call duty, the employee can elect to receive either on-call duty pay, according to Metro and Rural Call Pay policies, or to receive PPL pay for the on-call duty time. If an employee does not make an election, they will be paid on-call duty pay.
- 5.8. PPL and EIAB accrual will not be adversely affected when an employee is requested to take a low census day.

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- 5.9. Days off for jury duty and up to a maximum of four (4) days for funeral leave are not affected by the PPL policy. Such days off will not be charged against an employee’s PPL or EIAB account.
- 5.10. Employees requesting a leave of absence should refer to the Leaves of Absence policy (SYS-HR-210).
- 5.11. To the extent that they are available, an employee must use PPL or EIAB, whichever is applicable, during an approved leave of absence (pursuant to the Leaves of Absence policy (SYS-HR-210) as well as for scheduled or unscheduled time off from work.
- 5.12. During a suspension, Human Resources will make the final determination on whether the employee is allowed to take PPL or non-paid time.

**6.0 SCOPE**

This Policy applies to all organizations and personnel (e.g., employees, independent contractors, vendors, volunteers) of INTEGRIS and specifically the CMS Providers checked below:

|                                     |                                     |                                     |                                   |
|-------------------------------------|-------------------------------------|-------------------------------------|-----------------------------------|
| <input checked="" type="checkbox"/> | INTEGRIS Baptist Medical Center     | <input checked="" type="checkbox"/> | INTEGRIS Grove Hospital           |
| <input checked="" type="checkbox"/> | INTEGRIS Bass Baptist Health Center | <input checked="" type="checkbox"/> | INTEGRIS Hospice                  |
| <input checked="" type="checkbox"/> | INTEGRIS Bass Pavilion              | <input checked="" type="checkbox"/> | INTEGRIS Miami Hospital           |
| <input checked="" type="checkbox"/> | INTEGRIS Canadian Valley Hospital   | <input checked="" type="checkbox"/> | INTEGRIS Southwest Medical Center |
| <input checked="" type="checkbox"/> | INTEGRIS Health Edmond              | <input checked="" type="checkbox"/> | Lakeside Women’s Hospital         |