

	ENTITY/HOSPITAL	NUMBER
	INTEGRIS Health	SYS-HR-252
	MANUAL	EFFECTIVE DATE
	System HR Policy	5/07
	SUBJECT	REVISED
	PPL Leave Sharing Policy	5/07, 1/14, 10/16, 11/16

1.0 PURPOSE

- 1.1 To provide employees of INTEGRIS Health (“INTEGRIS”) with a means of aiding their co-workers during periods of medical emergencies and major disasters.
- 1.2 To provide qualifying INTEGRIS employees with a means of accessing additional paid personal leave (“PPL”) during periods of medical emergencies and major disasters.

2.0 POLICY AND PROCEDURE

2.1 Leave Donation

- 2.1.1 Employees may donate any accrued PPL hours up to a maximum of one hundred eighty-four (184) hours per calendar year, as long as an employee’s PPL balance does not fall below forty (40) hours as a result of the donation. Employees may not donate any accrued Extended Illness Accrual Bank Leave (“EIAB”).
- 2.1.2 INTEGRIS will match each employee’s donation of PPL hour-for-hour.
- 2.1.3 Employees may donate PPL through the HR Anytime website.
- 2.1.4 Donating employees may not earmark donated PPL for any specific employee.
- 2.1.5 Donating employees will not bear any income tax liability for the value of the donated PPL. However, donating employees cannot take the value of the donated PPL as an itemized deduction on their income tax returns.
- 2.1.6 The value of donated PPL will be assessed at the time of its use to the department of the receiving employee.

2.2 Leave Sharing Bank

- 2.2.1 PPL donated pursuant to this Policy will be deposited into the “Leave Sharing Bank.”
- 2.2.2 The Leave Sharing Bank will be managed by the INTEGRIS Health Employee Emergency Resource Fund Committee (“the EERF”), pursuant to the guidelines for leave donation and relief applications set forth in this Policy.
- 2.2.3 When soliciting for leave donations, the EERF may not identify specific employees who have applied for assistance pursuant to this Policy.
- 2.2.4 Should the EERF receive applications for PPL that exceed the amount of available donated PPL, the distribution of available PPL to Qualifying Employees shall be left to the sound discretion of the EERF. The EERF will exercise its

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discretion without regard to the employee's genetic information, race, color, ethnicity, sex, national origin, marital status, sexual orientation, transgender status, gender identity, religion, age, physical or mental disability, service in the uniformed services, status as a disabled veteran, recently separated veteran, other protected veteran, or Armed Forces service medal veteran or membership in any other protected class

- 2.2.5 The EERF Chair is responsible for maintaining a log that documents the work of the committee. The log should include the following items: (i) employee name; (ii) approved/declined indicator; (iii) amount of approved leave; and (iv) date of committee decision.
- 2.2.6 Should a Qualifying Employee's request be denied for reasons other than unavailability of donated leave, the Qualifying Employee may request re-evaluation of the EERF's decision.

2.3 Relief Applications

- 2.3.1 In order to be a "Qualifying Employee" pursuant to this Policy, an INTEGRIS Employee must meet the following criteria:
 - a. The employee must be a full-time or regular part-time employee of INTEGRIS.
 - b. The employee, or the employee's spouse, child, or parent must be experiencing a medical emergency; that is, a major illness or medical condition of the employee or family member of the employee that requires a prolonged absence. See Section 3.2 below.
 - c. Or, the employee must have experienced a major disaster.
 - d. The employee must have already exhausted all of his/her accumulated PPL. In addition, if the employee's condition qualifies the employee to use EIAB, the employee must also have exhausted any accumulated EIAB.
 - e. The employee may not have received donated PPL from the Leave Sharing Bank at any time during the twelve (12) months prior to the date of his/her most recent application to the EERF.
- 2.3.2 Qualifying Employees may apply to the EERF, using Attachment 1 to this Policy.
- 2.3.3 Qualifying Employees may seek a maximum of one thousand forty (1,040) hours of PPL under this Policy at one time.
- 2.3.4 Leave awarded by the EERF to a Qualifying Employee may only be used for leave related to the medical emergency or major disaster. To the extent that

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Qualifying Employee is able to return to work prior to using all of the PPL awarded by the EERF, he/she must return the remaining awarded PPL to the Leave Sharing Bank.

- 2.3.5 Qualifying Employees must not be eligible or receiving Short Term Disability benefits.
- 2.3.6 Leave awarded by the EERF and used by a Qualifying Employee will be taxed as wages to the Qualifying Employee.

3.0 DEFINITIONS

- 3.1 “FMLA” means the federal Family and Medical Leave Act, 29 U.S.C. §§ 2601-2654, and its attendant regulations, 29 C.F.R. Part 825. (Please see also SYS-HR-210, “Leaves of Absence.”)
- 3.2 “Medical emergency” includes a serious health condition, as defined by the FMLA, experienced by an employee for a period greater than four (4) weeks that renders the employee unable to perform his or her regularly scheduled duties on either a regular or intermittent basis or a serious health condition, as defined by the FMLA, experienced by the spouse, child, or parent of an employee for a period greater than four (4) weeks for whom the employee must miss regularly scheduled work to care on either a regular or intermittent basis.
- 3.3 “Major disaster” includes any natural or man-made disaster declared to be a “major disaster” by the President of the United States.

4.0 SCOPE

This policy applies to all organizations and personnel within INTEGRIS Health, Inc.