

crimes, an immediate family member of a victim, or other specified individuals shall first use Sick Time and then Paid Time Off for all hours of scheduled work during the first seven (7) calendar days of use. Extended Illness Time will be used thereafter. For more information, contact your local HP representative or the HP Contact Center at 1-844-574-5686.

**Only time off taken under California's Crime Victims Leave and Oregon's Victim of Domestic Violence, Sexual Assault, Stalking, or Harassment Leave are eligible to use Extended Illness Time for this leave.*

- **Exhausted Extended Illness Time and Non-Qualifying Absences:** If an absence does not qualify the Eligible Employee for use of Extended Illness Time, or if Extended Illness Time has been exhausted, Paid Time Off may be available to an employee per AH's [Paid Time Off Policy](#). Once all Paid Time Off has been exhausted, all subsequent absences are unpaid.

Employees may use any remaining accrued [Sick Time](#) while on a qualifying leave of absence per AH Leave Policies once all other accrued time has been exhausted.

Other Employee Groups

Employee Association at Adventist Health Clearlake

Employee Association Employees at Adventist Health Clearlake accrue Extended Illness Time per the Memorandum of Understanding.

Time Off – Paid Time Off Policy

Adventist Health (AH) provides Paid Time Off for full-time and part-time employees who maintain a regular schedule of at least forty (40) hours per two (2) week pay period Eligible Employees. Paid Time Off is used to provide pay for vacation and holidays or a Leave of Absence as set forth in AH's Leave of Absence Policies.

Accruals

Accruals for Paid Time Off begin on the first day of work for Eligible Employees. The maximum of Paid Time Off hours that can be accrued is three-hundred (300) hours. Once an employee reaches this maximum accrual limit, the employee will no longer accrue any Paid Time Off until the employee uses Paid Time Off and brings the employee's balance below the maximum accrual limit.

Eligible Employees earn Paid Time Off based on all hours worked, up to eighty (80) hours per pay period. Eligible hours also include hours not worked and unpaid as a result of AH's request for employee to take time off (Low Census). Standby hours (which are not work hours), Paid Sick Time and Extended Illness Time are not considered hours worked.

Employees who have eighty (80) Eligible Hours per pay period earn Paid Time Off according the following:

Years of service	Accrual rate for 80 hours per pay period*	Total Hours Per Year for 80 hours per pay period*
0 through 3.99 years	6.48 hours per pay period	168
4 years through 8.99 years	7.98 hours per pay period	207
9 years and over, Executives and Directors	9.58 hours per pay period	249

**Employees paid for less than eighty (80) hours per pay period earn a prorated percentage*

Note: Hawaii Employees accrue Paid Time Off according to the table located under [Other Employee Groups](#) below.

Newly hired employees with previous service with a Seventh-day Adventist Organization will receive years of service credit for accrual purposes above. In determining the appropriate level for accrual of Paid Time Off, each month of full-time or part-time service is counted.

Use

Full-time employees are encouraged to take a two (2) week vacation each year. Plans for extended vacations beyond an employee’s annual accrual need approval from your department head.

Paid Time Off must be used before AH will grant days off without pay. Any time off without pay must be pre-approved by your department head or Human Performance. **Exception:** Hours within a single day; days or hours off when requested by the department head for the benefit of the department (Low Census) or up to ten (10) days when requested by a qualified spouse of a member of the military.

Employees may only request the use of Paid Time Off in a pay period up to the maximum of their assigned full-time equivalent (FTE) designation.

Paid Time Off hours must be used when time is taken off for the listed Holidays in the [Holiday Policy](#). If you are a non-exempt Eligible Employee and are not permitted to work due to a flex day, you may choose to use your Paid Time Off — even if this causes your Paid Time Off to have a negative balance — or you may choose time without pay. If you are an exempt employee and are not permitted to work due to a flex day, you are required to use your Paid Time Off, even if this causes your Paid Time Off to have a negative balance. The maximum negative balance possible is negative forty-eight (- 48) hours. Future accruals will be applied to the negative balance and eventually create a positive balance. To qualify for a negative Paid Time Off balance, you will need to obtain prior approval from your manager. Negative Paid Time Off is not allowed for personal vacation planning or any other purpose other than mandatory Holidays and Flex Days per AH [Holiday](#) and [Flex](#) Policies.

An exempt employee may take Paid Time Off in full or partial day (4) hours increments.

Terminating employees will be paid the balance of their Paid Time Off bank at their current base wage rate in their primary job assignment. Employees moving from a benefits eligible position to an ineligible position will be paid the balance of the Paid Time Off bank at the time of the change. For employees with multiple job assignments, the employee will be paid all Paid Time Off based on

their primary job assignment's rate of pay and the time will be charged to the primary job assignments' cost center.

Paid Time Off Annual Cash Out Plan

As of the first day of the first pay period of each payroll year (current year), employees may be able to cash out Paid Time Off per the following:

- Employees who have one hundred or more (100+) hours of Paid Time Off may cash out up to forty (40) hours annually.
- Employees who have two hundred or more (200+) hours of Paid Time Off may cash out up to eighty (80) hours annually.

Paid Time Off cash out will not be allowed at any other time during employment, except as stated in this Policy.

Paid Time Off Sharing Plan

To be eligible to receive donated Paid Time Off, an employee or the employee's family member must have a serious medical condition, natural disaster, or other approved emergency that will require the employee's prolonged absence from duty. Prior to receiving donated Paid Time Off, the employee's Paid Time Off and available Extended Illness Time must have been exhausted.

To receive donated hours, an employee or the employee's supervisor and/or director must submit a completed Paid Time Off Sharing Request Form to Payroll. Payroll will review with Human Performance (HP) using the Family Medical Leave Act, and California, Oregon and Hawaii state specific regulations as guidelines for determining eligibility.

If approved, HP will issue a notice to groups of employees in a specific department or facility with the following information:

- An employee or family member has a serious situation requiring an extended absence; the employee has no additional Paid Time Off or Extended Illness hours; and the request is being made for donations of Paid Time Off hours. The name of the employee and the department where the employee works may be included in the notice if the employee consents to such disclosure.
- Employees may donate earned Paid Time Off hours, which are converted to dollars using the current rates of pay for both the employee donating hours and the employee receiving the hours. The donating employee's Paid Time Off bank must not be reduced below 56 hours at the time of donation.
- Employees who wish to donate Paid Time Off hours may do so by providing HP with a completed Paid Time Off Sharing Plan Donation Form. An employee who surrenders leave does not realize any taxable income by making the donation.

The receiving employee will receive only the donated hours needed in order to receive pay until he or she is able to return to work. Once this goal has been reached, donations will stop, and excess donated hours will be returned to the donors.

Other Employee Groups

Employee Association at Adventist Health Clearlake

Employee Association Employees at Adventist Health Clearlake accrue Paid Time Off per the Memorandum of Understanding.

Hawaii Employees

Years of service	Accrual Per Hour	Accrual Max Per Pay Period
0 through 3.99 years	0.09625	7.7
4 years through 9.99 years	0.115	9.2
10 years and over, and Directors	0.135	10.8

Tillamook, Oregon EMS Providers

Tillamook, Oregon EMS Providers working 24+ hour shifts earn Paid Time Off in the following manner:

Years of service	Accrual Per Hour	Accrual Max Per Pay Period
0 through 4.99 years	.1181 Hours	14.2 Hours
5 years through 8.99 years	.1432 Hours	17.2 Hours
9 years and over	.1696 Hours	20.4 Hours

Western Health Resources Private Duty

Private Duty Employees of Western Health Resources accrue and use Paid Time Off in the following manner:

Years of service	Accrual Per Hour	Accrual Max Per Pay Period
All Employees	.019230769	1.538461538

Accrual Yearly Maximum	Balance Maximum	Taking Minimum	Overdraft
40	80	1 hour	0

Time Off – Sick Time Policy (California and Oregon)

Sick Time is to be used for employee's own healthcare needs, including treatment of an existing health condition and/or preventive care, or for the healthcare needs of a family member, including child (biological, adopted or foster, stepchild, legal ward, adult dependent child, or in loco parentis), spouse, parent (biological, adoptive or foster, stepparent or legal guardian, registered domestic partner, parent-in-law), registered domestic partner, grandparent or grandchild. Sick Time can also be used by victims of domestic violence, sexual assault, or stalking to seek aid, treatment or related assistance, per applicable state law.