LEAVE AND HOLIDAY PAY FOR SHIFT EMPLOYEES

Purpose:

To provide for consistent recording of leave time and holiday pay for classified employees.

Policy:

I. Recommendations for appropriate recording are as follows:

A. If leave, annual or sick, has been approved prior to the posting of the schedule the employee will receive leave hours based on their regular work schedule.

Examples:
1. Employee ABC requests annual leave for a day. Annual leave is granted by her supervisor. The unit’s schedule will be posted with this date reflected as annual leave. Employee ABC shift schedule for this date is for a 12-hour shift. Employee ABC will receive 12-hours of annual leave.

2. Employee ABC requests annual leave for the entire bi-weekly schedule -- 84 hours. This request is made prior to the schedule being posted. Upon supervisory approval, employee ABC will receive 84 hours of annual leave.

3. Employee ABC requests sick leave for a physician’s appointment/procedure prior to the posting of the schedule. The supervisor acknowledges receipt/approval of the request. The unit’s schedule posts reflecting the date(s)/hours as a sick leave occurrence. Employee ABC receives sick leave payment up to 12-hours for the absence(s).

B. If annual leave or sick leave requests are received for date/time frame during the posted schedule the employee will only receive leave hours/payment up to 80 hours in a bi-weekly schedule.
Examples:
1. Employee XYZ requests annual leave for a day during the posted schedule. Upon approval from the supervisor, Employee XYZ will receive annual leave payment up to 8-hours. Total hours for the bi-weekly schedule will not exceed 80 hours, including the hours paid as annual leave.

2. Employee XYZ requests sick leave during the posted schedule. If all criteria are satisfied with regard to the call-in policy, employee XYZ will receive sick leave payment up to 8-hours. Total hours for the bi-weekly schedule will not exceed 80 hours, including the hours paid as sick leave.

II. Holiday pay should be based on the employee’s work schedule.

A. Holiday pay for those employees who worked on a scheduled holiday should receive holiday payment based on hours worked, not to exceed 12-hours.

1. Employee CBS worked 8 hours on designated holiday, holiday pay should equal 8 hours.

2. Employee CBS worked 10 hours on designated holiday, holiday pay should equal 10 hours.

3. Employee CBS worked 12 hours on designated holiday, holiday pay should equal 12 hours.

B. Holiday pay for those employees, which are scheduled off on a designated holiday, will receive 8 hours of holiday pay unless it is required to bring the employee up to 80 hours in the pay period.

C. Employees coded as LWOP both before and after the designated holiday are not eligible to receive holiday payment.

D. If an employee calls in requesting to be absent for a scheduled holiday shift, leave hours/pay (annual or sick) shall not be paid – only holiday pay. Holiday pay should not exceed 8 hours, unless it is required to bring the employee up to 80 hours in the pay period.
III. All other approved leave occurrences should not result in payment exceeding 8 hours in a shift schedule and/or 80 hours in a bi-weekly schedule. This includes leave payment for special leave, funeral leave, educational leave and civil leave.

A. Managers are not required to grant annual leave for employees who choose to leave a scheduled shift early in order to fulfill 80 hours in a bi-weekly schedule.

B. Employees, who have been approved to receive educational leave to attend college courses during regular scheduled work hours, should receive up to three hours per week of educational leave. Any additional absences may be coded as annual leave or leave without pay, upon supervisory approval.

C. If the employee is not required to complete the scheduled shift due to patient census, the employee may choose between utilizing annual leave or LWOP (authorized) for the absence. However, annual leave should not result in the employee being paid greater than 80 hours in a bi-weekly schedule.

IV. Recording time for Educational/Training Attendance. (Policy provided in the KRONOS Timekeeper Manual).

A. Classified employees could have job requirements that include hosting, teaching, or other forms of educational involvement. If these services are provided off campus, the time should be reported as hours worked.

B. Classified employees who are mandated to take certain educational courses in order to perform their work and/or upgrade their skills shall report those hours as hours worked. Prior approval from the employee’s supervisor shall be required. This shall also apply to annual programs mandated by JCAHO.

Example: A new program or piece of equipment is being implemented, and the required training can only be given off campus.

C. Both classified and unclassified employees who choose to take any educational offerings whether they are provided on campus or off campus may request special leave or annual
leave for those hours attended. Approval and determination of type of leave is at the discretion of the department head.

V. Employee Travel. (Policy provided in the KRONOS Timekeeper Manual)

A. Special One Day Trip: When an employee who normally works at one location is given a special one day assignment in another city, all the time spent traveling to and returning from the other city is considered work time. The only time that would be excluded is mealtime and the time spent that the employee would normally spend traveling between home and work.

B. Overnight Travel: When an employee is required to take a trip that keeps them away from home overnight all time spent traveling during the hours corresponding to the employee’s normal working hours must be counted as time worked. Travel hours on Saturdays, Sundays, and holidays that correspond to an employee’s normal working hours on other days of the week also must be counted as time worked. However, time spent traveling away from home outside of regular working hours, as a passenger on an airplane, train, boat or automobile, is not considered time worked.

Example: If an employee regularly works from 8am until 5pm on Monday through Friday, any time they spend traveling during those hours on Saturdays and Sundays as well as on weekdays is work time. However, time they spend traveling as a passenger on an airplane from 6am until 8am on Monday, for instance, is not work time.

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Administrator
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