

Policies & Procedures		Current Effective Date	<u>8/1/20</u>
		Last Review Date	<u>7/1/20</u>
Title:	Annual Leave (HRM.685)	Supersedes: N/A	
Author(s):	Diane Bates, Director of Compensation, Benefits and HR Operations		
Owner:	Chief Human Resources Officer		

Scope:

Renown Health and its affiliated entities, including Renown Regional Medical Center, Renown South Meadows Medical Center, and Rehabilitation Hospital, adopt the following policy and procedure.

Policy Statement:

Personal time off for vacations and holidays is provided to benefit-eligible (full-time and part-time) employees.

Definitions:

1. Exempt: Employee that holds an exempt position and are paid a salary.
2. Front Load: An allocation of annual leave hours to an employee's leave bank at a specified time.
3. FTE Status: Full time equivalent status; such as, FTE 1.0 = 40 hours per week, FTE .90 = 36 hours per week, etc.
4. Non-Exempt Employees: Employees that hold a non-exempt position and are paid based on hours worked.
5. Nonproductive time: Time not worked, but eligible for compensation. Examples include jury duty, standby, annual leave, military leave,

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bereavement leave and sick leave.

6. Productive time: Hours worked.
7. Straight-time hours: Hours worked that are not overtime eligible.

Procedure:

1. Exempt Employees (hired or transferred into a benefits-eligible position on or after 1/1/2014)
 - a. Type of Leave Program
 - i. Front-load of leave hours on January 1 of each calendar year based on FTE status and years of service as of December 31 in the year of front-load.
 - ii. New hires receive a prorated front-load of leave hours on date of hire based on the remaining pay periods in the calendar year based on FTE status.
 - b. Schedule of Front-Load Hours – Exempt Employees (hired or transferred into a benefits-eligible position on or after 1/1/2014)
 - i. Less than 5 years of service – 200 hours for full-time, prorated based on FTE status
 - ii. Greater than 5 years through less than 10 years of service – 240 hours for full-time, prorated based on FTE status
 - iii. Greater than 10 years of service – 280 hours for full-time, prorated based on FTE status
2. Exempt Employees (hired or transferred into a benefits-eligible position prior to 1/1/2014) and All Non-Exempt Employees
 - a. Type of Leave Program
 - i. Employees will accrue annual leave on a per pay period

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basis. Annual leave is accrued beginning on the first day of the full pay period which follows date of hire or transfer date into a benefits-eligible position.

- ii. Annual leave is accrued based on straight-time hours worked, not to exceed 80 hours per pay period. Annual leave will not accrue in pay periods in which no hours are paid. For example, the schedule of accrual rates is based on full time straight-time hours worked of 80 hours.
 - iii. Annual leave is accrued at a rate that includes ten holidays. Refer to the [Holidays and Premium Pay](#) policy for more details on observed holidays.
- b. Schedule of Accrual Rates - Exempt Employees (hired or transferred into a benefits-eligible position prior to 1/1/2014)
- i. Less than 5 years of service - 7.69 hours (equal to 7 hours and 41 minutes) per pay period.
 - ii. Greater than 5 years through less than 10 years - 9.23 hours (equal to 9 hours and 13 minutes) per pay period.
 - iii. Greater than 10 years - 10.77 hours (equal to 10 hours and 46 minutes) per pay period.
- c. Schedule of Accrual Rates – All Nonexempt Employees
- i. Less than 5 years of service - 6.15 hours (equal to 6 hours and 9 minutes) per pay period.
 - ii. Greater than 5 years through less than 10 years - 7.69 hours (equal to 7 hours and 41 minutes) per pay period.
 - iii. Greater than 10 years - 9.23 hours (equal to 9 hours and 14 minutes) per pay period.

3. Maximum Accrual/Carryover

- a. Employees hired or transferred into a benefits-eligible position prior

to January 1, 2014, may accrue a maximum of up to two year's accrual, pro-rated based on FTE status, and per the schedule described above.

- b. Employees hired or transferred into a benefits-eligible position on or after January 1, 2014, may carry over a balance of up to one year's accrual, pro-rated based on FTE status, and per the schedule described above.

4. Annual Leave Usage and Pay

- a. Annual leave is available for use in the pay period following accrual, provided the employee has appropriate approvals.
- b. Annual leave may not be used in advance of accrual.
- c. Annual Leave must be used if the employee has hours available.
- d. Annual leave is paid at the employee's base wage, excluding all other pay.
- e. Annual leave is used for personal time off and observing holidays. All observed holidays and the day after Thanksgiving will be automatically charged as annual leave in exempt employees' time cards, unless otherwise edited with appropriate approvals. See Holidays and Premium Pay Policy.
- f. Annual leave may be used when an employee is sick if the employee has exhausted all sick leave available, and the leave is pre-approved by the employee's leader.
- g. Employees may not receive pay for annual leave that would result in total productive and non-productive hours that would exceed the employee's Full Time Equivalent (FTE) value in any pay period. Overtime rules apply. See the [Overtime Compensation policy](#).
 - i. For example, a full time (1.0 FTE) employee who routinely works 80 hours per pay period may not receive pay for greater than 80 hours in combined productive and nonproductive time, nor may a half-time employee (.5 FTE) who routinely works 40 hours per pay period receive pay for greater than 40 hours in combined

productive and nonproductive time. Overtime rules apply.

- ii. It is the leader's responsibility to edit the employee's timecard prior to approval to ensure the employee's FTE value is not exceeded.

h. Approval

- i. Annual leave is subject to prior approval from the person to whom the employee reports and is granted according to the operational needs of the organization.
- ii. Requests for annual leave shall be made via the electronic time off request process and submitted to the person to whom the employee reports for approval.
- iii. The person to whom the employee reports (or designee) will notify the employee of the status of their request within 14 calendar days of request.
- iv. Time off requests for greater than or equal to 30 calendar days are considered Personal Leaves of Absence. Please refer to the [Personal Leave of Absence policy](#) for more information.

- i. Tardiness - Annual leave may not be used to claim pay for time lost due to tardiness.
- j. Low Census - Annual leave may be used by employees when, because of reduced work load or patient census, they are assigned time off by their department manager or director.
- k. Overtime - Annual leave is not considered productive time or time worked, therefore annual leave hours are not counted as hours worked for the purpose of computing overtime.

5. Annual Leave Donations

- a. Annual leave donations may be permitted at the discretion of the organization in instances where an employee or his/her spouse, parent or dependent child is seriously ill or injured, and the employee has exhausted his/her annual leave and sick leave and

needs additional time off work due to the illness/injury. Annual leave donations transfer into the receiving employee's sick leave bank.

b. Approval

- i. Annual leave donations must be approved by the Renown Health Vice President of Human Resources, or designee.
- ii. Donation requests must be received no later than the Tuesday preceding the pay period for which they are effective.
- iii. Donations are made in hours (if the transferring employee donates eight hours, the receiving employee is credited with eight hours), regardless of differences in pay rates.

c. Requirements for Donation

- i. The receiving employee must have completed introductory period.
- ii. The receiving employee must have exhausted all leave time available.
- iii. The receiving employee's work record must be free of corrective action in the previous 12 months.
- iv. The contributing employee must have at least 40 hours of annual leave available after the contribution.

d. Limitations

- i. The minimum donation is four (4) hours.
- ii. A maximum of 40 hours may be donated by any one employee to any other employee each calendar year.
- iii. A maximum of 120 hours may be donated in one calendar year.
- iv. Employees may not donate hours that are in excess of the maximum accrual, as defined above. If an employee elects to

donate hours and his/her leave accrual is in excess of the maximum, the hours in excess of the maximum will be forfeited prior to transferring the donated hours.

- v. Sick leave or any time other than annual leave is not available for donation.
- vi. Solicitation for donation of annual leave time is strictly prohibited.

6. Annual Leave Upon Termination of Employment/Change of Status

- a. Employees hired or transferred into a benefits-eligible position prior to January 1, 2014, are eligible for cash out of accrued annual leave at termination, or upon change to per-diem status, provided the termination is not for cause. At no point will the number of hours available for cash out exceed the employee's Maximum Annual Leave (as defined in Section 3).
- b. Employees hired or transferred into a benefits-eligible position on or after January 1, 2014, are not eligible for cash out of annual leave upon termination, or change to per diem status.

7. Right to Amend

- a. Renown Health reserves the right to amend this policy at any time for any reason and without advance notice.

References/Regulations:

NRS 608.016