

Purpose:

Palmer's Home Care, LLC (PHC) recognizes that employees have diverse needs for time off from work and, as such, Palmer's Home Care, LLC has established this earned time off (ETO) policy. The benefits of ETO are that it promotes a flexible approach to time off by **COMBINING VACATION, SICK, AND PERSONAL LEAVE**. Employees are accountable and responsible for managing their own ETO hours to allow for adequate reserves if there is a need to cover vacation, illness or disability, appointments, emergencies, or other situations that require time off from work.

Eligibility:

Eligibility is for hourly nonexempt full-time staff. Direct Support staff that work 30 or more hours per week and are considered full-time.

Procedures

Accrual and Payment of ETO:

Accruals are 1 hour earned for every 30 hours worked.

Therefore, if an employee works 64 hours in 1 pay period, they will earn 2 hours of ETO that pay period. If the next pay period, they work 26 hours, they will have earned 1 hour of ETO, as the 4 hours of the previous pay period are counted and will add up to 30 hours worked.

Employees will earn up to 80 hours of ETO per year, based on the number of hours worked and the number of years worked for Palmer's Home Care.

Full-time accrual rates:

Years of Service	Accrual Rate per Bi-Weekly Pay Period	Annual ETO Accrual*
Less than 1 year – 4 years	1 hour earned per 30 hours worked	Up to but not exceeding 56 hours
5-7 years	1 hour earned per 30 hours worked	Up to but not exceeding 64 hours
8 or more years	1 hour earned per 30 hours worked	Up to but not exceeding 80 hours

Use and Scheduling of ETO

Employees are required to use available ETO when taking time off from work. ETO may be taken in increments of as low as one hour.

Whenever possible, ETO must be scheduled in advance. All requests are subject to supervisory approval, department staffing needs, and established departmental procedures. Absences without prior knowledge of your supervisor will be considered a no-call no-show under PHC's time and attendance policy. An employee may face disciplinary action when the no-call no-show occurs and or the frequency of unscheduled absences

adversely affects the operations of the department. The supervisor may request that the employee provide a statement from a health care provider concerning the justification for an unscheduled absence. A supervisor also reserves the right to approve or deny any ETO request, outside of any legally protected leave (i.e., FMLA).

When ETO is used, an employee is required to use ETO hours according to his or her regularly scheduled workday. For example, if an employee works a six-hour day, he or she would request six hours of ETO when taking that day off. ETO is paid at the employee's straight time rate. ETO is not part of any overtime calculation.

Employees may not borrow from their ETO banks; therefore, no advance leave will be granted.

Payment upon Termination

Regardless of the separation method from Palmer's Home Care, LLC (i.e., resignation, termination, retirement, etc.), an employee **WILL NOT BE PAID** any of the ETO hours accumulated but not used.

Carryover Clause:

Palmer's Home Care, LLC hourly employees that do not use their ETO before the end of the year, December 31st, will be allowed to carry the unused hours but shall not exceed 80 hours cumulative in their ETO bank. Any ETO hours over 80 will not be banked.

Example: If an employee works full time and does not take off any days during the year, they will have 56 hours in their ETO bank at the start of the next year, after earning 24 hours of ETO during the next year, they will have 80 ETO hours in the bank. They would not be able to earn any more ETO to use or bank until they have used ETO.