

Copley Memorial Hospital

Procedure

Title: Absence with Pay

Author: Tracy Allen

Date Initiated: 3/96

Next Review Date: 5/1/2018

Purpose

To define the policies regarding paid absences because of jury duty, death in family, or reserve duty.

Procedure

A. Jury Duty

- Must be a full- or part-time employee
- Employees summoned for jury duty will receive their regular base pay for their scheduled hours to work.
- A copy of the jury summons must be given to the Manager and forward a copy to payroll.

B. Death in Family

- Employees will receive their regular base pay based on their scheduled hours to work. If employees' request more time off than the bereavement policy provides for, PTO hours or unpaid time may be used when requested and approved by the supervisor.
- If the employee is unavailable for a normal work schedule (sick leave or medical leave of absence) then this benefit will not apply.
- After the probationary period, full-time employees may be granted up to three days pay (up to 24 hours) based on their regular base pay for their scheduled hours to work during the time of bereavement if there is a death in the immediate family. Part-time employees are eligible for one day pay based on their regular base pay. The immediate family includes: parent, child, spouse, same-sex domestic partner, brother, or sister. The amount of time off will depend upon the personal needs of the employee and approval from the supervisor.
- After the probationary period, full-time employees may be granted one day pay (up to 12 hours) based on their regular base pay for their scheduled hours to work to attend the funeral of the following: mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, great grandparent, step-parent or step-child.
- Employees who experience the death of a child may be eligible for an unpaid leave of 2 weeks/10 working days in accordance with Illinois law. Eligibility for this leave is 12 months of employment and a minimum of 1,250 hours worked in the previous 12 months.

C. Reserve Duty

- Full-time employees with order to "summer camp" or similar reserve duty by the U.S. Government will receive the difference between military pay and hospital wages for up to two weeks (80 hours) per year. This applies to required reserve duty only.

- The employee must bring a copy of his orders to his Manager. The Manager then submits to Payroll.
- The employee will be paid their normal wages at the time of Reserve Duty and when the reserve duty is received, this will be deducted from the employee's paycheck.
- Manager must submit the official indication of Reserve Duty pay to Payroll.

D. Blood donation

- Employees may use up to one hour of paid leave to donate blood every 56 days.
- Approval is required and request must be submitted to the manager.

E. Paid Voting Leave

- If the employee's working hours begin less than two hours after the opening of the polls and end less than two hours before the closing of the polls, they will be allowed two hours of paid leave between the opening and closing of the polls.
- Employees must request the two-hour leave one day (24 hours) before the election.