

Rush Copley Medical Center

Procedure

Title: Absence with Pay

Author: Tracy Allen

Date Initiated: 3/96

Next Review Date: 1/1/2020

Purpose

To set forth guidelines regarding absences resulting from jury duty, death in family, blood donation or voting in a general or special election.

Applicability

For the purpose of this policy, Rush Copley Medical Center ("RCMC") encompasses Copley Memorial Hospital, Rush Copley Medical Group NFP, and all subsidiary corporations.

Definitions:

Eligible Employee: varies by type of absence – refer to each section for details

Immediate Family Member: parent/stepchild, child/stepchild, spouse, same-sex domestic partner, sibling/step sibling, mother-in-law, father-in-law, son-in-law, daughter-in-law.

Non-immediate Family Member: grandparent, spouse's grandparent, grandchild, aunt, uncle, brother-in-law and sister-in-law.

Procedure

A. Jury Duty

- **Eligible Employee:** Full-time and part-time employees who are budgeted to work at least 20 hours per pay period (0.5 FTE) and who have successfully completed the Introductory Period.
- Employees summoned for jury duty may receive Jury Pay for up to a maximum of 4 weeks.
- Jury Pay is paid at the employee's regular base (hourly) rate based on their scheduled hours to work. Differentials are not paid on Jury Duty hours nor are these hours counted as hours worked for the purposes of calculating overtime.
- A copy of the jury summons must be given to the Manager.

B. Death in Family (Funeral Leave)

- **Eligible Employee:** Full-time and part-time employees who are budgeted to work at least 20 hours per pay period (0.5 FTE) and who have successfully completed the Introductory Period.
- Funeral pay is paid at the employee's regular base (hourly) rate based on their scheduled hours to work. Differentials are not paid on Funeral Pay hours nor are these hours counted as hours worked for the purposes of calculating overtime.
- **Immediate Family:** Eligible employees may receive up to three scheduled days of funeral pay for an immediate family member as defined above.

- **Non-Immediate Family:** Eligible employees may receive one scheduled day of funeral pay for the death of non-immediate family member as defined above.
- Funeral Leave pay must be used within 7 calendar days (1 week) of the date of the family member's death.
- Employees may request additional time off surrounding the death of a family member with approval from their manager and would be required to use accrued Paid Time Off.
- An employee already off work on an approved leave of absence and off the schedule would not be eligible for this benefit.

C. Blood donation

- **Eligible Employee:** Full time employees who have worked for an RCMC entity for a minimum of 6 months.
- Employees may request up to one hour of paid time to donate blood every 56 days.
- Approval is required in advance of taking time off for a blood donation and the request must be submitted to the manager along with medical documentation of the appointment to donate.
- The employee may be required to provide written confirmation from the blood bank that the employee kept the appointment.

D. Paid Voting Leave

- **Eligible Employee:** individuals "entitled to vote" in a general or special election or at any election at which propositions are submitted to popular vote are entitled to be absent for two hours to vote (employees will be required to show proof of eligibility to vote [voter registration card] when submitting a request for time off to vote during work hours) AND whose working hours begin less than two hours after polls open *and* end less than two hours before polls close.
- Employees must request the two-hour leave at least one day (24 hours) before the election; requests for time off to vote submitted on the actual election day will likely be denied.
- If a request is approved, the manager and the employee will determine the time that is best for the employee to be absent to vote so that it will least disrupt normal business operations.
- When an employee has at least two consecutive hours outside of the scheduled work shift within which he or she may have time to vote, the option to take time off work to vote is not available.

E. General Information

1. Absences related to any of these programs and that comply with this policy will be treated as "scheduled" under the Attendance policy and will not be counted against the employee as an occurrence of absence.
2. PTO will accrue on Funeral and Jury Duty hours paid;
3. Any employee who is found to have requested or used time under false pretenses as it regards any of these programs will be subject to discipline up to and including discharge.