

Policy:

It is the policy of Palmer's Home Care, LLC to provide Earned Time Off (ETO) for Administrative Staff. This policy is to ensure equal and appropriate distribution and availability to use ETO for these staff.

Comments:

Administrative staff includes:

- Director for Palmer's Home Care, LLC
 - Office Manager
 - Administrative Assistant
 - Human Resources Coordinator
 - Administrative Receptionist
 - Degreed Professional Manager
 - Day Program Manager
 - Registered Nurse(s)
 - Licensed Practical Nurse
 - Maintenance Technician
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- ✓ ETO for all administrative staff working 80 hours per pay period is 4 weeks per year which is calculated as 160 hours per year. All other employees working administrative jobs less than 80 hours per pay period will be prorated.
 - ✓ ETO must be used for Holidays when an administrative staff is not working on that holiday if the holiday occurs during a normal business day.
 - ✓ Working from home must be pre-approved by the Director if they are being included as working hours on the administrative time sheet.
 - ✓ ETO will be used anytime an administrative staff does not work 80 hours in any given pay period. This may include being sick, attending a funeral, personal days, holiday time off, etc.
 - ✓ Time sheets need to be turned in every other Monday according to the payroll schedule.
 - ✓ All hours flexed must be used within the same pay period unless special permission is given due to unusual circumstances. Hours cannot be carried over from one pay period to another.
 - ✓ ETO starts on January 1 of the current year and continues until December 31 of the same year.
 - ✓ ETO needs to be used in the same calendar year. Unused hours do not carry over to the next calendar year.
 - ✓ Requests for vacation must be made in advance and approved in order for there to be appropriate coverage while an administrative staff member is away. More than one Degreed Professional Manager should not be out on leave at the same time unless it is approved by the Director.
 - ✓ No more than two administrative office staff should be out on vacation at a time.
 - ✓ When an administrative person is out on leave, another Degreed Professional Manager will need to cover the on-call aspects of the job. This should be worked out prior to the request being submitted for the time off. The person asking for the time off needs to make their home managers aware of the dates they will be gone and who to contact in the event of an emergency.

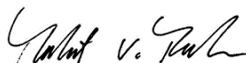
- ✓ During holidays, the Degreed Professional Manager and Director need to be available by phone for emergency calls or situations that may arise where home managers need to discuss concerns. If a degreed professional manager or director needs to physically go into a home, the hours worked will not count toward earned time off hours.
- ✓ Office staff should not clock in or clock out before their scheduled shift without prior permission. Office hours are 8:00 AM to 4:00 PM Monday through Friday.
- ✓ If all ETO is used and additional time off is taken it may result in corrective action and will result in loss of pay for the time missed.
- ✓ If FMLA is used, no corrective action will be taken. Time off will be paid until ETO is exhausted. Refer to FMLA Policy & Procedure for more information.

ISL House Managers includes:

- House Manager of ISL homes (excluding Live-In House Managers)
- Assistant House Manager of ISL homes

- ✓ ETO for all eligible House Managers is 2 weeks per year which is calculated as 80 hours per year.
- ✓ ETO must be used for Holidays when an administrative staff is not working on that holiday if the holiday occurs during a normal business day.
- ✓ Working from home must be pre-approved by the Degreed Professional Manager.
- ✓ ETO will be used anytime staff has not work 80 hours in any given pay period. This may include being sick, personal days, holiday time off, etc.
- ✓ Time sheets need to be turned in every other Monday according to the payroll schedule.
- ✓ All hours flexed must be used within the same pay period unless special permission is given due to unusual circumstances. Hours cannot be carried over from one pay period to another.
- ✓ ETO starts on January 1 of the current year and continues until December 31 of the same year.
- ✓ ETO needs to be used in the same calendar year. Unused hours do not carry over to the next calendar year.
- ✓ Requests for vacation must be made in advance and approved in order for there to be appropriate coverage while the House Manager is away. The person asking for the time off needs to make their home staff aware of the dates they will be gone and who to contact in the event of an emergency.
- ✓ If all ETO is used and additional time off is taken it may result in corrective action and will result in loss of pay for the time missed.
- ✓ If FMLA is used, no corrective action will be taken. Time off will be paid until ETO is exhausted. Refer to FMLA Policy & Procedure for more information.

During holidays, the House Manager needs to be available by phone for emergency calls or situations that may arise where staff need to discuss concerns.

Approved by:  _____

Robert Palmer, RN, BSN, Owner PHC