



Staffing Leave Program

Purpose:

The purpose of the Staffing Leave Program is to encourage full- and part-time staff members, within all pay grade levels, to voluntarily take time off without pay during low census and/or low workload periods and to apply a procedure consistently throughout HonorHealth in accordance with Human Resources policies and procedures.

This program has been written to maintain operating efficiencies within appropriate staffing levels and to remain within budget during periods of low census and low workload.

Duration:

Staff members in this program may take a maximum of six months off per calendar year.

Parameters:

Staff Members will:

- Be eligible for any applicable pay adjustment that may occur while on Staffing Leave.
- Not use paid time off (PTO) or any other paid earning code during this program. However, staff members must use a minimal amount of PTO to cover the cost of insurance premiums.
- Not accrue PTO while on staffing leave.
- Use only the staffing leave earning code for regularly scheduled hours on their timecard.
- Be reinstated into their same position and hours they had prior to the leave upon return from this program.
- Not use the Staffing Leave Program in lieu of, or as a continuation of, a Medical/FMLA leave of absence.
- If eligible for long-term disability and a disability occurs while on staffing leave, your definition of total disability will be different than when a disability occurs while you are working. See plan document for details.

The employment status will not be affected and seniority date will not be adjusted as a result of the program.

At the time your leave becomes unpaid, you will be responsible to pay your portion of insurance premiums up until the time you return to work. This will include medical, dental,



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vision, voluntary life insurance and long-term disability buy-up (if applicable), accident and critical illness, legal plan, and long-term care.

A minimal amount of PTO must be used to cover insurance premiums. It is the responsibility of the staff member to advise their manager on how much time to enter.

A letter will be mailed to staff members providing them with instructions on how to pay premiums during the staffing leave duration if PTO is exhausted.

The staff member is responsible for making arrangements for payment of any other voluntary benefits, such as auto/homeowners insurance, pet insurance, and purchasing power payments.

Tuition reimbursement will be administered for eligible staff members according to the Tuition Assistance Program requirements while on staffing leave. Staff members will be reimbursed upon return to regular status. Staff members anticipating advance pay tuition assistance must complete their application prior to starting the leave.

While on this program, staff members cannot use their badge to make purchases for payroll deductions for any services.

Hours of participation in the Staffing Leave Program will not be deducted for FMLA qualifications purposes.

Procedure:

The staff member is required to complete a request form and submit it to his/her manager.

Departmental management is responsible for reviewing the request and staffing levels to determine the appropriateness of granting the request. The use of overtime for other staff members or registry cannot be used to back fill hours of those on staffing leave.

Management approval is required. Completed forms need to be sent to the Employee Benefits Department, prior to commencement of the request start date, for processing

Based on business needs, departmental management staff may request that a staff member return to either his/her full or partial work schedule before the expiration of the requested Staffing Leave. Staff must provide a phone number where they can be reached while on Staffing Leave. Failure to return if called may result in termination of employment.



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The manager of the staff member taking staffing leave will still be responsible for the completion of a performance appraisal while the staff member is out. The staff member must complete their portion of the performance appraisals upon the first day they return to work.

Managers must review timelines of upcoming online training courses (i.e. HealthStream or other systems) with staff member. Staff member must have these modules completed before approved leave commences.

LaborWorkx users: Staffing Leave Program hours will be entered on the time card by the LaborWorkx editor/approver using the Calendar Special code SLV for any regularly scheduled days during the Staffing Leave Program.

Kronos users: Staffing Leave Program hours will be entered on the time card by the Kronos timekeeper using the Kronos code "Staffing Leave-unpaid" for any regularly scheduled days during the Staffing Leave Program.

At the end of the approved staffing leave time period the staff member will return to work and report to his/her management staff on the previously approved date. Failure to return to work on the date stipulated may result in termination. Drug testing is **not** required when the staff member returns from staffing leave.

If you have any questions about the program, please contact Dawn Martinez at 480-323-4548.