



LOMA LINDA
UNIVERSITY
MEDICAL CENTER

LOMA LINDA UNIVERSITY MEDICAL CENTER OPERATING POLICY

CATEGORY: HUMAN RESOURCE MANAGEMENT
COMPENSATION

CODE: K-13
EFFECTIVE: 01/2024
REPLACES: 08/2022
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SUBJECT: PAID TIME OFF (PTO)

Loma Linda University Medical Center recognizes the importance of employees spending time away from the workplace with family and friends and achieving a “work-life balance”. As part of our commitment to supporting Whole Person Care, benefit-eligible employees accrue Paid Time Off (PTO) allowing an employee to maintain income when away from work due to vacation, holidays, personal illness/injury or to care for a family member. Additionally, all employees (including both benefit-eligible and non-benefit-eligible employees) who work for 30 or more days in a year receive California Paid Sick Leave (CAPSL) as described under Section 7 of this policy.

DEFINITIONS

Paid Time Off (PTO)

An accrued bank of hours for benefit-eligible employees that may be used to receive pay when an employee is off work due to:

- vacation
- holiday(s)
- personal illness/illness
- to care for a family member
- for personal time

California Paid Sick Leave (CAPSL)

An accrued bank of hours that are available to all employees (including benefit and non-benefit eligible employees), that may be used for:

- diagnosis, care, or treatment of an existing health condition of, or preventive care for, the employee or the employee’s covered family member, or
- for an employee who is a victim of domestic violence, sexual assault, or stalking to seek aid, treatment, or related assistance.

Legacy Sick Leave

An accrued bank of hours for benefit-eligible employees that may be used to receive pay when an employee is off work due to:

- illness/injury of the employee,
- doctor or dental appointments, or
- to care for a family member according to provisions of this policy.

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Note: Legacy Sick leave accrued on hours paid prior to 2022. There is no additional Sick Leave accrual for any hours worked after the end of 2021.

1. Management of Leave Banks: All benefit eligible employees are expected to manage their leave banks to avoid time off without pay. Employees should anticipate scheduled holidays and vacations when using their PTO hours for time off work. As referenced in Policy [Disciplinary Action \(I-46\)](#), employees who incur excessive unprotected time off work may be subjected to discipline. Leave hours covered by CAPSL, FMLA, CFRA, Military Leave, Deployment Leave, Paid Family Leave, State Disability Insurance benefits, Bereavement Leave, workers' compensation temporary disability benefits, other protected leave, or an absence related to a medical condition or disability covered by the ADA and/or California's Fair Employment and Housing Act (FEHA) are exempted and are not counted toward any disciplinary action.
2. Use of Leave: PTO, CAPSL and Legacy Sick Leave hours may be used and paid up to an employee's bi-weekly standard hours when the employee is off work for one or more covered reasons. PTO, CAPSL and Legacy Sick Leave hours also may be used to supplement an employee's state disability benefits or family leave benefits (subject to the 5-day CAPSL limit).
3. Leave Accrual: Accrued PTO and the available CAPSL will be posted to the employee's leave banks and will be shown on the employee's payroll advice when the payroll process for that pay period has been completed. PTO and CAPSL accrued during a pay period shall be available for an employee to use at the beginning of the following pay period.
4. Eligible Employees: PTO and Legacy Sick Leave are only applicable to employees in the Full-time benefit-eligible (FTB) and Part-time benefit-eligible (PTB) employment categories (reference Policy [Employment Categories \(K-47\)](#)). Legacy Sick leave hours are only available to employees who have unused sick leave hours accrued prior to 2022. All employees are eligible to accrue CAPSL hours as referenced in Section 7 of this policy.
5. Concurrent Leave: Any accrued hours used while receiving Paid Family Leave, State Disability or Workers' Compensation temporary disability benefits shall run concurrently with FMLA and CFRA leaves to the extent permitted by law (reference Policy [Legislated Leaves \(I-69\)](#)).
6. Provisions for Paid Time Off (PTO)
 - 6.1 When benefit eligible non-exempt employees work less than their bi-weekly standard hours, accrued PTO hours shall automatically fill to equal the employee's established standard hours unless:
 - a. Overtime is worked over standard hours, or
 - b. Budget time is used, or
 - c. Voluntary Time Off is used.

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If the employee does not have sufficient accrued PTO hours available to equal the employee's standard hours, the employee's accrued PTO hours will be applied and the employee will not be paid for the remaining standard hours.

- 6.2 The use of accrued PTO hours for scheduled time off requires employee request and management approval except where the PTO is used for FMLA/CFRA purposes, or as otherwise required by law. PTO may only be used after it has accrued. Accordingly, employees should not request vacation or personal time off for any time that the employee does not have accrued PTO. If an employee has PTO hours available and requests time off work, management is to make every reasonable effort to approve the employee's requested time off. However, management has the discretion to deny requests for time off, regardless of the employee's bank balance, except where the PTO is used for Legislated Leaves such as FMLA/CFRA, Deployment Leave, pregnancy disability leave, baby bonding, Kin Care, Family School Partnership Leave, Bereavement Leave or when receiving Paid Family Leave or workers' compensation temporary disability benefits. (reference policy [Legislated Leaves \(I-69\)](#)).
- 6.3 Employees are responsible for planning and scheduling vacations or personal time off in a manner that:
- a. Is within the number of accrued PTO hours available in the employee's bank
 - b. Obtains approval prior to making plans which are not easily reversed
 - c. Prevents work disruptions
 - d. Avoids the employee reaching the PTO accrual cap and no longer accruing PTO
 - e. Avoids last-minute and untimely requests
 - f. Avoids time off without pay
- 6.4 Employees should generally take no more than three consecutive weeks of PTO for vacation or personal time. Exceptions may be permitted where the employee is using PTO for a protected leave, or where:
- a. PTO hours are available
 - b. The leave is not disruptive to business operations
 - c. Approval is granted by the department head
- 6.5 PTO hours accrue on all of the following types of Eligible Hours*:
- a. Regular

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- b. Premium (overtime)
- c. Budget time
- d. Sick leave
- e. California Paid Sick Leave (CAPSL)
- f. Paid time off (PTO)
- g. Jury duty
- h. Bereavement leave
- i. General Orientation
- j. Training time
- k. Time paid as workers' compensation (Temporary Disability Leave)
- l. Double-time
- m. Administrative leave
- n. Salary
- o. Mission Service Leave (MSL)

*PTO does not accrue on any Eligible Hours in excess of 80 per pay period or on any hours that are cashed-out.

- 6.6 An employee's PTO accrual rate shall be based on the employee's years of employment at an LLUH or another Seventh-day Adventist (SDA) denominational employer¹ based on her/his hire date. If an employee terminates LLUH employment but is rehired and returns to work at an LLUH entity at a later date, the employee's prior accumulated months and years of LLUH employment will be included toward the years of employment for the PTO accrual. Employee may also receive PTO tenure credit for time employed by an organization listed in the Seventh-day Adventist (SDA) yearbook. Employees are responsible for submitting documentation of prior SDA employment dates and will not receive the higher PTO accrual rate (if applicable) until such documentation

¹ LLUH affiliated employers include; Loma Linda University Medical Center, Loma Linda University Children's Hospital, Loma Linda University Loma Linda University Medical Center-Murrieta, Loma Linda University Health Care, Loma Linda University Shared Services, Loma Linda University Health, Loma Linda University Faculty Medical Group, Loma Linda University Healthcare Educational Consortium and Loma Linda University. SDA employers are listed in the SDA Church Yearbook. Credit for prior SDA service will be provided after an employee provides service record documentation to HRM.

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is submitted to Human Resource Management Department

- 6.7 An employee's PTO will accrue at the following percentage of hours paid (illustrations are based on a 40-hour work week or 2,080 hours per year).
- a. **Up to 1 year** of employment
PTO accrues at **8.0%** of Eligible Hours = equivalent to **166.4 hours** annually
 - b. **After 1 year** of employment
PTO accrues at **9.0%** of Eligible Hours = equivalent to **187.2 hours** annually
 - c. **After 3 years** of employment
PTO accrues at **10.0%** of Eligible Hours = equivalent to **208 hours** annually
 - d. **After 5 years** of employment
PTO accrues at **11.0%** of Eligible Hours = equivalent to **228.8 hours** annually
 - e. **After 10 years** of employment
PTO accrues at **12.0%** of Eligible Hours = equivalent to **249.6 hours** annually
 - f. **After 15 years** of employment
PTO accrues at **13.0%** of Eligible Hours = equivalent to **270.4 hours** annually
- 6.8 Management employees paid under the leadership wage scale (LD3) and other positions approved by Executive Leadership who have been employed for less than 5 years will accrue PTO based on the 5 year accrual rate.
- 6.9 PTO accrual shall:
- a. Accrue on eligible hours up to a maximum of 80 hours per pay period, beginning with the 1st day of employment and made accessible to the employee once the accrued PTO is shown on the employees payroll advice after the first period.
 - b. Stop when the PTO bank total reaches a maximum accrual of 500 hours
 - c. Begin again when hours used or cashed out reduces the PTO bank below the 500-hour allowable maximum accrual
 - d. Not occur on hours cashed out
 - e. Be cashed out at the time of termination as part of the final paycheck
 - f. Be cashed out at time of transfer to a non-benefit eligible position as part of the regular on-cycle payroll
- 6.10 An employee should generally use accrued PTO to maintain income during vacations, illness

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or other personal time off work. However, during an announced period at the end of each calendar year, an employee may voluntarily submit a PTO cash out election form to authorize the cash out of PTO hours that will be accrued the following calendar year.

Any PTO cash out:

- a. May only apply to those hours, or a portion of those hours, in excess of 80 in the PTO bank at the time the cash out is processed
- b. Is limited to a maximum of 80 hours per calendar year
- c. Is based on the employee's election submitted during an annual election period for PTO hours that are scheduled to accrue the following year. Once the election form is submitted it is irrevocable and cannot be changed or cancelled.
- d. Will be included in a regular on-cycle payroll run as part of the employee's regular pay check.
- e. Will be subject to regular W-2 reporting and tax withholding.
- f. Is not included as hours worked and the employee does not accrue PTO or CAPSL on these hours.
- g. If the PTO balance or the actual accrued hours are less than the hours requested on the election form, the available PTO hours will be paid
- h. Up to 40 hours of the PTO cash out election will be processed with the first pay period ending in July. Up to an additional 40 hours of the PTO cash out election will be processed in the first pay period ending in December.

6.11 PTO may be transferred to another employee's PTO bank within the same pay company with the approval of the vice president responsible for the department in which the recipient is employed (reference Policy [Donation of Paid Leave \(K-44\)](#)).

6.12 PTO includes time for nine observed holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving and Christmas Day.

6.13 Exempt employees shall be paid for the nine observed holidays regardless of their PTO balance, including holidays occurring in the initial 90-day introductory period. In this situation, it may cause an exempt employee to have a negative PTO balance.

7. Provisions for California Paid Sick Leave (CAPSL)

7.1 If an employee is unable to report to work due to a personal illness or injury, due to the need to care for a family member, or other reason covered by the CAPSL provisions of

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this policy, the employee shall be responsible for notifying his/her supervisor as soon as possible. In the case of a foreseeable need for leave, such as a scheduled medical or dental appointment or medical procedure, the employee shall provide reasonable advance notification of the need to take leave, generally at least 48 hours prior to the time off. When possible, medical and dental appointments should be scheduled to minimize disruption of an employee's work schedule and business operations.

7.2 Employees may use up to 40 hours or five days (whichever is greater) per calendar year from their CAPSL bank for time off work for diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member² or for an employee who is a victim of domestic violence, sexual assault, or stalking to seek aid, treatment, or related assistance. CAPSL hours will be paid to non-exempt employees at the employee's FLSA rate (regular rate of pay).

7.3 CAPSL shall:

- a. Accrue on hours worked starting on the first day of hire.
- b. Be available for use after 90 days of employment.
- c. Be used only when an employee is scheduled and would have worked if not for calling off due to illness or another reason set forth in Section 7.2, above.
- d. Carry over from one calendar year to the next, up to a maximum cap of 10 days based on the employee's assigned schedule type as follows;
 - i. 8.0 hour employees - 80 hour maximum accrual
 - ii. 8.5 hour employees - 85 hour maximum accrual
 - iii. 9.0 hour employees - 90 hour maximum accrual
 - iv. 10.0 hour employees - 100 hour maximum accrual
 - v. 12.0 hour employees - 120 hour maximum accrual
- e. Be utilized in a minimum increment of 2 hours.

7.4 Once an employee reaches the CAPSL accrual cap, the employee does not accrue any additional CAPSL hours until the employee uses some CAPSL hours and falls below the maximum accrual cap.

² "Family member" includes a child (which for purposes of this article means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis. This definition of a child is applicable regardless of age or dependency status), a biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child, a spouse, a registered domestic partner, a grandparent, a grandchild, or a sibling.

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7.5 While employees may accrue CAPSL up to the maximum cap above, an employee may only use five days (or 40 hours, whichever is greater) of CAPSL in each calendar year* based on each employee's schedule type. The maximum annual CAPSL hours available for use is as follows:

- a. 8.0 hour employees - 40 hour annual limit
- b. 8.5 hour employees – 42.5 hour annual limit
- c. 9.0 hour employees - 45 hour annual limit
- d. 10.0 hour employees - 50 hour annual limit
- e. 12.0 hour employees - 60 hour annual limit

*The annual CAPSL limit is based on the 26 pay periods paid during each paid calendar year and included in an employee's W-2 earnings. See Payroll Calendar dates.

7.6 Employees shall accrue CAPSL based on the actual hours worked, at the rate of 0.033334 per hour (one hour for 30 hours worked), up to the maximum accrual amounts in 7.3 (d) above. All of the following pay types will be included in calculating the CAPSL accrual:

- a. Regular
- b. Premium (overtime)
- c. Training time
- d. Double-time
- f. Salary

7.7 Employees who terminate employment but become re-employed by the same LLUH entity within one year shall have any previous accrued, unused CAPSL bank balance reinstated. If an employee terminates employment and does not return to work for the same LLUH entity within one year, their accrued, unused CAPSL bank shall be eliminated regardless of future employment, although the employee will be eligible to accrue new CAPSL hours upon rehire as required by the California Paid Sick Leave Law.

7.8 CAPSL hours do not transfer when employee transfers employment to a different LLUH affiliated employer. If an employee terminates employment and transfers to another employer within LLUH, the employee's CAPSL bank from the original employer shall be eliminated after one year unless the employee is re-hired by the original LLUH entity.

7.9 Employees may not cash out their CAPSL hours.

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8. Provisions for Legacy Sick Leave

- 8.1 Employees with a bank of unused Legacy Sick Leave hours accrued prior to 2022 are eligible to access these hours in accordance with the limitations in this policy. No additional sick leave hours will accrue in this bank for any hours worked or paid after the end of 2021. Employees will accrue California Paid Sick Leave as described in Section 7.
- 8.2 Legacy Sick Leave may only be used on a day when the employee is scheduled to work and is unable to report due to personal illness/injury, a medical or dental appointment or to care for a family member according to the provisions of this policy
- 8.3 If an employee is unable to report to work due to a personal illness or injury, the employee shall be responsible for notifying his/her supervisor as soon as possible. In the case of a foreseeable need for sick leave, such as a scheduled physician's appointment or medical procedure, the employee shall provide reasonable advance notification of the need to take Legacy Sick Leave, generally at least 48 hours prior to the time off. When possible, medical and dental appointments should be scheduled to minimize disruption of an employee's work schedule and business operations.
- 8.4 An employee shall be eligible to utilize up to 64 hours of Legacy Sick Leave for a personal illness or injury per instance.
- 8.5 For employees who are receiving State Disability Insurance (SDI) benefits or workers' compensation temporary disability benefits, any accrued hours in the Legacy Sick Leave bank may be used to supplement these payments. No more than 64 hours of Legacy Sick Leave shall be paid unless an employee completes the appropriate documentation to apply for the Payroll Supplement. The payroll supplement shall be calculated using the average net base pay over the previous six pay periods (up to a maximum of 80 hours) and the SDI or workers' compensation weekly benefit in effect at the time of request. As an alternative, employees can choose to use available CAPSL hours for sick leave time, up to the 5-day limit and CAPSL, or PTO may be used to supplement SDI payments by adding calendar entries in the time and attendance system.
- 8.6 If an employee moves into a non-benefit employment category, terminates employment or transfers to another affiliated LLUH employer, any remaining hours in the Legacy Sick Leave bank will be forfeited.

APPROVERS: Hospital Executive Leadership, LLUMC Chief Executive Officer