



Wesley Woods Senior Living, Inc.

SUBJECT: Comprehensive Leave

THIS POLICY

Policy Number: 403

Effective Date: 01/01/2006

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REPLACES POLICY

Policy Number: 403

Effective Date: 09/01/1994

Policy:

Paid comprehensive leave is provided to regular employees who work at least twenty (20) hours per workweek for scheduled and unscheduled absences except jury duty and extended illness. The comprehensive leave plan is designed to provide flexibility to employees in the use of their paid time off by combining such traditional leaves as vacation, sick, holiday, bereavement, and emergency leave into a single leave account.

Eligibility:

All regular full-time employees, regular part-time employees who are normally scheduled to work at least twenty (20) hours per workweek are eligible to accrue comprehensive leave.

Accrual:

Comprehensive leave is earned or accrued each pay period beginning the first day of employment in an eligible status and is based on hours paid each pay period; including hours worked and paid time off, up to 80 hours. The earnings rate for comprehensive leave increases after 5, 10 and 20 consecutive years of active employment.

Regular employees shall accrue and accumulate comprehensive leave each bi-weekly payroll period.

WWSL Comprehensiv e Leave	0-5 years	6-10 years	11-20 years	21 years
Hour per pay Period	8	9.28	9.848	10.77 6
Hours per hour worked	0.1	0.116	0.123 1	0.134 7
Maximum Accrual/Hours	320	320	320	320

Accrual (Continued):

Comprehensive leave must be accrued and appear on the employee's pay stub before such time is available for use. New employees who have not yet accrued comprehensive leave or employees who have exhausted their leave balances must take leave without pay for periods of absence. The only exception to this policy will be as follows:

Comprehensive leave will be authorized in advance of the date of accrual for new employees who are scheduled to be off work due to an official holiday observed in the employee's calendar month of hire.

Employees who are employed in November will be advanced comprehensive leave equivalent to the number of hours he/she is normally scheduled to be off for any official holiday during the first (3) months of employment (i.e., November, December, January).

Employees who are employed in December will be advanced comprehensive leave equivalent to the number of hours that he/she is normally scheduled to be off for any official holiday during the first two (2) months of employment (i.e., December, January).

Employees who are employed in January, May, July, or September will be advanced comprehensive leave equivalent to the number of hours he/she is normally scheduled to be off for any official holiday during the initial month of employment.

Comprehensive leave hours authorized in advance of accrual as indicated above will appear as a negative (-) balance on the employee's pay stub. These negative hours will automatically be recovered from the employee as he/she earns future leave hours. Any negative hours at separation will be deducted from the employee's final paycheck.

Comprehensive leave may be authorized in advance of accrual only under the conditions indicated above. Further, such procedures shall not apply to new employees who work on an official holiday or whose scheduled day off coincides with an official holiday.

Accumulation:

The maximum accumulation for comprehensive leave is established at 320 hours irrespective of length of service.

Scheduling and Use-Comprehensive Leave:

Comprehensive leave may be authorized provided the following scheduling and use provisions are met:

Consideration shall be given to all requests for comprehensive leave, and an employee's preferences shall be respected whenever practicable. However, such requests should be consistent with the resident or patient care/business needs of the department.

Requests for comprehensive leave should be submitted to the appropriate supervisor as far in advance as possible and may or may not be granted based on the work and staffing needs of the department.

Scheduling and Use-Comprehensive Leave (Continued):

Where unscheduled absences occur as a result of illness or emergency situations, employees may be required to request use of comprehensive leave upon their return to work. When an employee is unable to report for work as scheduled, the employee must notify his/her supervisor within the department's Call In procedure. Failure to comply with this requirement will result in the employee being placed in both an "Unscheduled" and an "Absent" status and will not be paid for the entire shift. The employee must also call in on each succeeding day of absence within the department's Call In procedure, unless the length of the absence has been established and approved in advance by the employee's department director or designee.

Note: The above procedures for the notification of absence will also be applicable to notifications by persons other than the employee. Failure of other persons to carry out the appropriate notification procedures will not relieve the employee of this responsibility.

Situations involving unreasonable usage of unscheduled comprehensive leave or failure to report an absence per department standards shall be handled through the corrective disciplinary process

Non-Exempt Employees

Comprehensive leave may be granted to nonexempt employees in increments of no less than fifteen (15) minutes. The amount of comprehensive leave that may be granted to a nonexempt employee shall not exceed the employee's scheduled work hours for the workday(s) on which the comprehensive leave absence(s) occurred.

A nonexempt employee shall not be granted leave without pay for any reason for periods of absence during scheduled work hours, unless the employee has exhausted his/her entire comprehensive leave balances.

However, if the employee fails to comply with the department's Call In procedure, the employee will not be paid for the entire shift.

Exception: If the work schedule of a nonexempt employee is temporarily reduced or ceases due to a temporary decrease in the work load or funds of a department or unit, the employee shall have the option to use his/her unused accrued comprehensive leave or to request leave without pay for such non-worked hours.

Exception: Members of the Armed Forces Reserve or National Guard shall be granted military leave without pay for periods in which the employees are engaged in weekly drills, weekend drills, annual training duty, or other active duty for training.

Exempt Employees

An exempt employee shall not be charged comprehensive leave unless the employee is absent from work for the entire workday.

An exempt employee shall not be granted leave without pay unless the employee has exhausted his/her entire accrued comprehensive leave balances.

Exception: If the work schedule of an exempt employee ceases for a workweek or more due to temporary decrease in the work load or funds of a department or unit, the employee shall have the option to use his/her accrued comprehensive leave or to request leave without pay for that workweek in which he/she performed no work.

Exception: Employees who are members of the Armed Forces Reserve or National Guard shall be granted military leave without pay for periods in which the employees are engaged in weekly drills, weekend drills, annual training duty, or other active duty for training.

Scheduling and Use-Comprehensive Leave (Continued):**General**

The amount of comprehensive leave granted at one time to an employee shall not exceed the employee's accumulated comprehensive leave balance.

Comprehensive leave shall not be accrued during a leave of absence without pay or any other non-active duty status without pay.

If 80 percent or more of an employee's assigned schedule is evening or night shift, he/she will earn evening or night shift differential for all paid leave hours.

If between 50 to 79 percent of an employee's assigned schedule is either evening shift or night shift, his/her paid leave hours will include the applicable evening or night shift differential

Holidays:

Due to the nature of our business, some departments may require staffing on holidays while others may not. The Administrator of each facility will determine which departments require staffing on the seven major holidays. These holidays include; New Years Day, Christmas, Martin Luther King Jr. Day, Thanksgiving, Labor Day, Memorial Day and Independence Day.

Compensation for Accrued Comprehensive Leave Upon Status Change or Separation:

An employee who changes from a leave eligible to a leave ineligible status shall be compensated at his/her regular hourly rate of pay for all unused comprehensive leave hours, provided the employee has completed at least six (6) consecutive months of employment in a leave eligible status. Employees who have completed less than six (6) consecutive months of employment in a leave eligible status will NOT be compensated for unused comprehensive leave upon changing to an ineligible leave status.

An employee, who separates from employment with Wesley Woods Senior Living, shall be compensated at his/her regular hourly rate of pay for all unused comprehensive leave hours, provided the employee has completed at least six (6) consecutive months of employment in a leave eligible status. Employees who have completed less than six (6) consecutive months of employment in a leave eligible status will NOT be compensated for unused comprehensive leave at separation.

In the event of death of an employee, such unused comprehensive leave hours shall be paid to the estate of the deceased employee in the same manner as above.

Unused comprehensive leave hours will automatically be paid to the employee in one lump sum payment in the final paycheck provided the employee has completed six (6) consecutive months of employment in a leave eligible status.

Comprehensive Leave Accrual After Re-Employment:

A regular employee who separates from employment with Wesley Woods Senior Living and is re-employed in a regular status of at least twenty (20) hours per workweek will be considered to be a new employee for the purpose of comprehensive leave eligibility. The employee's rate of accrual for comprehensive leave hours will be based on consecutive months of employment, beginning at the date of re-employment. Consecutive months or years of employment prior to the separation will not be considered for such rates of accrual.

Comprehensive Leave Accrual for Retired Employees Re-Employed at Wesley Woods:

An employee who retires from employment with Wesley Woods Senior Living and who is re-employed in a benefit eligible status to work at least twenty (20) hours per workweek shall be eligible to accrue comprehensive leave. Such comprehensive leave shall be accrued based on hours paid each pay period; including hours worked and paid time off, up to 80 hours. The employee's rate of accrual will be established according to the following criteria for credited employment time.

If the break in service between the employee's effective date of retirement and the effective date of re-employment is no more than ten (10) consecutive calendar days, the employee shall retain credit for the amount of consecutive employment time held at the date of retirement for the purpose of comprehensive leave accrual rate determinations.

If the break in service between the employee's effective date of retirement and the effective date of re-employment is more than ten (10) consecutive calendar days, the employee shall not retain credit for the amount of consecutive employment time held at the date of retirement and shall be considered to be a new employee for the purpose of comprehensive leave accrual rate determinations.

Exceptions to the Policy:

The administrator, with the concurrence of the associate administrator of Human Resources, or designee, is authorized to approve exceptions to the provisions of this section, if extraordinary circumstances warrant such approval. All requests for exceptions to this policy must be submitted in writing to the administrator.

Approved By: Kenneth Weber, President/CEO, Wesley Woods Inc.
Margaret Bloomquist, Associate Administrator, Wesley Woods Human Resources
Last Date Reviewed: 9/01/07 Revised: 1/1/2006 Adair Maller, Director Human Resources