



**Wesley Woods Senior Living, Inc.**

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**SUBJECT:** Extended Illness

**THIS POLICY**

Policy Number: 401

Effective Date: 01/01/2006

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**REPLACES POLICY**

Policy Number: 401

Effective Date: 10/01/93

**Policy:**

Wesley Woods Senior Living, Inc., recognizes that there will be times when our employees need time off from work due to illness. We provide extended illness time compensation to regular employees who are scheduled to work twenty (20) hours or more per workweek in the event of an extended absence from work because of employee's personal illness, accident, or injury; and pregnancy, childbirth, or related medical conditions.

Employees are not compensated for accrued extended illness balances upon separation from employment.

**Guidelines:**

Extended illness leave will be available to eligible employees medically unable to perform job duties as a result of the employee's personal illness, accident, or injury; and pregnancy, childbirth, or related medical conditions. Such leave will be authorized only after twenty-four (24) scheduled work hours of non-scheduled work absence due to such illness or injury. Comprehensive leave must be used during this initial twenty-four (24) scheduled work hours of absence period.

If a full-time employee is employed in a position requiring work of eight (8) or more hours per day, an absence of twenty-four (24) consecutively scheduled work hours must elapse prior to being eligible to use extended illness leave. Employees who work less than full-time must use the prorated percentage amount of twenty-four (24) hours (i.e., a twenty (20) hour a week employee must have twelve (12) consecutively scheduled work hours elapse) prior to being eligible to use their extended illness leave.

If an employee is ill or medically unable to work for more than twenty-four (24) consecutive scheduled work hours and returns from leave only to have the same illness or medical condition reoccur, the employee may be returned to extended illness leave without exhausting additional comprehensive leave. In such cases, a statement from a licensed Healthcare provider confirming the illness may be required.

Eligible employees may use up to six weeks of accrued extended illness leave for purposes related to the adoption of a child. If both adopting parents are employed by Wesley Woods Senior Living, the leave is limited to a total of six weeks combined. If the employee does not have sufficient extended illness leave, comprehensive leave or unpaid leave may be used. Adoption leave will begin when the child is placed in the physical custody of the employee or the adoptive parents are en route to the destination to obtain physical legal custody of the child. Adoptive parents who choose to be absent from work to bond with or care for the adoptive child beyond the six week period, must use comprehensive leave or leave without pay for this purpose.

**Guidelines Continued:**

Eligible employees may not use extended illness leave to supplement their workers' compensation pay. If the eligible employee chooses extended illness leave for time off due to work-related injuries, then the worker's compensation pay is waived. Extended illness leave used for approved workers' compensation, the normal waiting period of three-days (24 hours) is waived.

**Accrual:**

Extended Illness 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 Extended Illness Leave is not affected by an employee's years of service.

Accrual is based on the Extended Illness leave Computation Chart:

WWSL Extended Illness Leave	
# of years worked	Accrual
Hours per pay period	2.77
Hours per hour worked	0.034625

**Accumulation:**

There is no maximum accrual limit for Extended Illness Leave.

**Requesting Extended Illness Leave:**

When there are predictable circumstances which cause an employee to be absent from work because they are medically unable to work, such as elective surgery, a request for extended illness leave should be made as far in advance as possible.

**Extended Illness Leave Provisions:**

**Non-Exempt Employees**

Extended illness leave may be granted to nonexempt employees in increments of no less than fifteen (15) minutes.

The amount of extended illness leave may be granted to an employee based on the employee's normal scheduled work hours for the workday(s) on which absence(s) occurred.

A health care provider's statement may be required which fully explains an illness or indicates that a staff member may return to work. When such a statement is required, that staff member will be notified in advance. Department leadership will consider the details provided by the health care provider in determining the appropriateness of an absence or in permitting the staff member to return to work following an illness or injury.

**Extended Illness Leave Provisions (Continued):****Exempt Employees**

The Extended Illness Leave balance of an exempt employee shall not be charged unless the employee is absent from work for the entire workday.

If the exempt employee is on Family and Medical Leave of Absence (FMLA), the employee can be paid for actual hours worked on a reduced or intermittent leave. "Thus, employers can 'dock' the pay of otherwise-exempt, salaried employees for FMLA leave taken for partial day absences." (section 825.206 from the Family and Medical Leave Act of 1993)

**General**

The total amount of extended illness leave that may be granted to an employee shall not exceed the employee's unused extended illness leave balance.

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

Employees who have exhausted their extended illness leave balances must use their accrued comprehensive leave for any subsequent absence(s) from work due to illness or injury.

Where an extended illness request is denied for failure to comply with the department's Call-In policy, the employee will be placed in both an "Unscheduled" and an "Absent" status and will not be paid for the entire shift.

**Transfer of Accrued Extended Illness Leave and/or Change in Employment Status:**

Employees who change from a leave eligible status to leave ineligible status retain their existing extended illness leave balances regardless of their length of employment, but will NOT be authorized to use or accrue leave until they return to a leave eligible status.

**Verification:**

If a violation of the intent or spirit of this policy is indicated or if there appears to be a definite pattern of extended illness leave use, the department may require a statement from a health care provider confirming the employee is medically unable to perform the duties of the job.

In certain cases, because of job requirements, a determination must be made with respect to an employee's relative state of health and recovery prior to the employee's return to active duty. In such instances, the employee may be required to provide a statement from his/her health care provider regarding the employee's state of health, recovery, and ability to perform stated duties.

**Administration and Records:**

Department leadership shall have the responsibility for administration of the Extended Illness Leave Policy. Human Resources will provide assistance regarding administration and interpretation of this policy.

Department leadership shall be responsible for the management of department employee leave balances. This can be accomplished by reviewing the Department Time Report for potential errors at the conclusion of each biweekly payroll period. Corrections to an employee's leave balance must be made through Human Resources.

**Exceptions to Policy:**

The administrator, with the concurrence of the Director of Human Resources, 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: 09/01/07 Revised: 1/1/2006 Adair Maller, Director Human Resources