

Category: Human Resources

Number: 2.036.2

Subject: Paid Time Off

Applies: Field Nurses

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SECTION 1 Policy Information

Sec 1.I. Effective Date

1.I.A. January 1, 2024

SECTION 2 Policy

Sec 2.I. Policy

2.I.A. This benefit is offered to field nurses who are scheduled for a minimum of 30 hours per week.

2.I.A.1. Years of service:

- a. *1 year - 3 years of service = 2hrs/quarter (8hrs/year)*
- b. *4 years – 7 years of service = 3hrs/ quarter (12hrs/year)*
- c. *7 years plus years of service = 4hrs/ quarter (16hrs/year)*

2.I.B. Any unused PTO does not carry over but will be paid on the last paycheck of the calendar year.

Sec 2.II. Eligibility

2.II.A. Filed staff must be a full-time employee with 12 months of consecutive full-time employment to be eligible to receive PTO benefits.

2.II.B. PTO will start to accrue on the 1st day of the 13th month of full-time employment.

2.II.C. PTO will reset as of the 1st of January annually.

Sec 2.III. Reporting of PTO

2.III.A. Employees must use the paid time off report with HR to report their PTO leave. The form helps keep both the employee and employer in compliance with state laws.

Sec 2.VI. Termination

Abundant Life Home Health Agency, LLC

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2.VI.A. When an employee is terminated, available PTO time accrued at the time of termination will be paid out on the final paycheck.

SECTION 3 SECTION 3 Attachments

3.I.A. Employee Paid Time Off Request Form