

LIFENET, INC.	Reference #: 74 - Version #: 6
--Main Office--, Texarkana, Hot Springs, Aeromedical, Payne Co - 050- TXK Air (Staff), 050- TXK Air Operations (Management), 100-TXK Field , 200 - Payne County Field, 300-Hot Springs Village Field, 330-Malvern Field, 350-HS Field, 810-TXK Fleet, 820-TXK Communications, 840-Business Office, 850-HS Communications, 860-HS Fleet, 880-Payne County Clinical, 900-Administration, 910-TXK Operations, 920- Payne County Operations, 930-HS Operations, All, Communications (Do Not Use), Emp Handbook Grp	CAAS Standard: 106.02.01 Policy for Pay, Benefits, and Other Compensation
Employee Handbook	Section: Human Resources

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

Paid Time Off Benefits

Policy

- A. To support the employees work life balance and flexibility, LifeNet offers Paid Time Off to full-time employees. When an employee needs to take time off from work, the Paid Time Off policy enables this time off.
- B. Each full-time employee is provided with vacation, sick time and personal time combined into a single bank of hours, Paid Time Off.
- C. Within the following guidelines, the employee may use PTO at their discretion.

Guidelines

- A. Employees may not take Paid Time Off until they have actually earned the time. When requesting PTO, employees must have sufficient PTO balance at the time of request in order to cover their PTO request.
- B. An employee's schedule has a defined number of hours per pay week. In the event an employee does not work the amount of said scheduled hours, the employee will be charged Paid Time Off for the missing amount of hours, in order to equal a complete scheduled work week.
- C. Employees on a non-medical leave of absence, other than a military leave of absence, are required to use all accrued paid time off as part of the leave. In addition, employees on a leave of absence will not accrue any new paid time off during the leave.
- D. An extra shift may not be used in lieu of PTO.
- E. Employees who request PTO for the purpose of attending CE's will be paid CE hours for actual time in class. The remainder of shift will be supplemented with PTO hours. If an employee wishes to be paid the entire shift of PTO in addition to CE hours, the employee must notify Human Resources/Payroll.
- F. Employees may receive paid time off in lieu of time off; however, at least 40 hours of paid time off must remain accrued for office staff; 60 hours must remain accrued for field, air & communication center staff.
- G. When employment is terminated, employees will receive pay for any unused paid time off accrued at the time of termination. If an employee dies, pay for accrued and unused paid time off will be paid in a lump sum to the employee's estate.

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H. No allowance will be made for sickness or other compensatory type of absence occurring during a scheduled paid time off.

Accruing PTO

- A. New employees accrue paid time off beginning on their hire date, but may not take any paid time off until after they have completed at least 90 days of employment.
- B. Full-time employees who work less than their normally scheduled time each pay period, not including time-off for paid time off, will accrue a pro rated amount of leave.
- C. Employees who feel there is a discrepancy in the calculation of their paid time off pay or eligibility may request a review of that calculation by the Director of Human Resources.
- D. Paid Time Off for field, communication center, and air employees is accrued on the basis of a 24 hour shift while office staff accrues at hours based on eight hour shifts or 40 hours per week.
- E. Paid time off is accrued or earned based on the employee's length of service and on the employee's full-time status. Accrual rates change on the employee's 4th, 6th, 11th, 16th, and 21st full-time anniversary dates according to the following schedule:

Anniversary	Field /Air/Comm Center	Office (40hr)
New or less than 4 years	243 Hours	152
4 th	307 Hours	192
6 th	371 Hours	232
11 th	435 Hours	272
16 th	499 Hours	312
21 st	563 Hours	352

1. Example, an employee is hired full-time on January 1, 2010. The employee will accrue either 243 or 152 hours a year and can expect the accrual rate to increase on the date of the employee's 4th anniversary (January 1, 2014).

Requesting PTO

- A. Employees must submit paid time off plans to their supervisor within the department's guidelines to have it covered by their supervisor.
 1. Request for PTO will not be approved if the employee's PTO balance is below the amount needed to fulfill the request.
 2. If, after approval, the employee's PTO balance falls below the amount approved, the employee has the following options: (1) Rescind their PTO request (2) Modify their request so that their

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balance will not drop below zero, or (3) Take the leave as approved, realizing they will only be paid at the amount of PTO available.

a. Example:

Employee A, whose PTO balance is 48 hours, submits a request for 48 hours off. The request is approved but between the time the PTO was approved and the PTO was to be taken the employee is sick and uses 24 hours of PTO. The employee has three options:

1. Request that PTO request be dropped and work shift.
2. Modify the request so that the employee will only be off for the equivalent number of hours remaining in PTO balance.
3. Take the PTO as scheduled - understanding they will only be paid for the equivalent number of hours remaining in their PTO balance and any other hours not worked will be LWOP.

Pay for PTO

- A. Paid Time Off for full-time employees will be paid on the regularly scheduled payday.
- B. Employees who want to receive paid time off pay prior to their time off must submit a written request to the Director of HR at least two weeks before the time off is scheduled to begin.
 1. Field, Communication and Air FTE's are paid on a 24 hour rate.
- C. To ensure the employee is not short compensation on their paycheck when taking time off, Field, Communication and Air employees who work other shift types (9, 11, 12 hr) will be required to use an equivalent amount of PTO.
- D. In order to determine the correct amount of PTO usage, supervisors will submit the appropriate amount of PTO hours in to EPro, based on the employee's schedule (9, 11, 12 hr) and shift modifiers.
 1. For example, if an employee assigned to a 12 hour shift requests one day of PTO, their PTO bank will be charged 18 hours which is the shift type (12) times the shift rate modifier (1.455).
- E. In the event an employee wishes to sell additional PTO, they must submit a written request to the HR/Payroll department.

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Approver(s): Mandi Smith (Director of Human Resources)	Date Approved: 10/10/2012
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