



Time Away from Work



Time Away from Work at Vidant Health

Time away from work is a necessary part of achieving a healthy work/life balance. Whether you're expanding your family, recovering from an illness, taking care of a loved one, or taking a well-deserved vacation, Vidant understands that your life extends beyond the walls of the organization. In an effort to demonstrate our commitment to you, Vidant offers a variety of leave plans to be used whenever the need arises.

Types of Leave

Vidant's leave administration plan consists of multiple types of leave. A leave of absence can be requested for reasons including medical, personal, military, educational, or parental involvement in school.

Medical Leave

There are two types of Medical Leave: Family Medical Leave (FMLA), and General Medical Leave (Non-FMLA).

Family Medical Leave (FMLA)

A family medical leave covers team members for up to 12 weeks of unpaid time away from work. In order to meet the qualifications for FMLA, team members must:

- Work no less than 1,250 hours during the preceding 12 months of employment
- Have at least 12 months of service with Vidant.

General Medical Leave (Non-FMLA)

A general medical leave of absence can be used when team members do not qualify for FMLA or if they have exhausted FMLA. Medical leave is offered to team members in the event of their own serious medical condition.

- Team members with less than 6 months of service qualify for up to 2 months of medical leave.
- Team members with more than 6 months of service qualify for up to 6 months of medical leave within a rolling calendar year.
- Group benefit plan coverage will continue through the end of the month for the duration of the medical leave, provided premiums are paid by team member within the required timeframe.

Personal Leave

A personal leave of absence is considered under highly unusual circumstances or in emergency situations. Personal leave must be approved by the team member's supervisor and the Human Resources/Leave Management Department.

- Team members are eligible after 6 months of service.
- The maximum amount of approved personal leave is 6 months within a rolling calendar year.

- A personal leave must exceed a minimum of 5 consecutive calendar days.
- Managers can approve up to 3 months of leave. HR committee leadership approval is required for longer periods of time.
- Group benefit plan coverage will continue through the end of the month for up to 90 days of leave, provided premiums are paid by the team member within the required timeframe..

Military

Team members who serve in the United States Armed Forces are eligible for a military leave of absence. This includes:

- Voluntary service/Involuntary service
- Active duty/Inactive duty
- Training

Educational

Team members who wish to pursue educational opportunities may take a leave of absence. The qualifications for an education leave are:

- Team members are eligible after 6 months of service
- The maximum amount of leave time is 6 months within a rolling calendar year
- Team members must provide documentation of educational opportunity
- Group benefit plan coverage will continue through the end of the month for up to 90 days of leave, provided premiums are paid by the team member within the required timeframe..

Parental Involvement in School

Leave can also be taken in order to attend, or otherwise be involved with, a child's school activity. Team members are:

- Eligible for up to 4 hours of unpaid time per calendar year
- Required to use PTO for time off
- Parent Involvement leave is approved and managed by the team member's direct manager. Parent Involvement leave does not go through the Human Resource/Leave Management Department.

Additional Time Away from Work Policies

Paid Time Off (PTO)

PTO is a bank of hours that provides you flexibility in receiving pay while away from work. Each pay period, benefit-eligible team members accrue PTO hours based on their hours worked, length of service and status. PTO can be used for vacation, holiday, religious observances, personal/family business, personal/family illness, or as best fits a team member's current life needs. There is no probationary waiting period to use PTO, however, manager approval is required to request time off and be paid for accrued PTO.

A unique feature of the PTO program is the opportunity team members have to "cash out" PTO hours. Each fiscal year, team members may elect to sell (or "cash out") up to 80 hours of PTO time. Please note that the "cash out" option will be paid at 75% (i.e. 80 hours cashed out = 60 hours paid). Team members electing the "cash out" option must have at least 40 hours of accrued PTO remaining in their accounts after the cash out is paid. Once elected, a PTO election cannot be revoked. "Cash-outs" are to be completed by the team member via Employee Self-Service.

If separating employment or transferring into a non-benefit status, PTO hours will be automatically paid out at 75% once the separation or transfer has occurred.

Annual PTO Schedule for Team Members

Years of Service	Annual Accrual (max)	Annual Accrual in 8-hours days (max)	Hours Accrued by Pay Period (max)	Maximum Carryover
0 but less than 2 years	200 hours	25 days	7.69 hours	400 hours. This is the maximum amount that you can carry over into a new fiscal year. Be sure to check "Leave Details" in Employee Self-Service to see if you are at risk for losing hours.
2 but less than 4	208 hours	26 days	8.00 hours	
4 but less than 6	216 hours	27 days	8.31 hours	
6 but less than 8	224 hours	28 days	8.62 hours	
8 but less than 10	232 hours	29 days	8.92 hours	
10 but less than 12	240 hours	30 days	9.23 hours	
12 but less than 14	248 hours	31 days	9.54 hours	
14+ years	256 hours	32 days	9.85 hours	

**PTO accrual is pro-rated for any benefit eligible team member working less than a 1.0 FTE.*

Employer-Paid Short Term Disability

Vidant provides all full time team members with employer-paid income replacement in instances when a team member is unable to work due to a non-occupational illness or injury. The amount of income replacement is based upon years of service, but ranges from 60% to 100%. PTO can be used to supplement up to 100% of FTE.

How it Works

Team members must contact the Leave Management department in order to begin the leave process. Once notified, Leave Management will send team members the appropriate documentation and update their current information to reflect the leave of absence. The maximum duration of short term disability is 12 weeks per event, with a 7 consecutive day elimination period. During the 7 day elimination period, PTO will be used if available.

- Use of PTO during the elimination period is reflective of each team member's FTE value.
- Time is coded on a 7 day calendar week.
 - Ex: *40 hour FTE = 5.71 hours/day, 36 hour FTE = 5.14/day, etc.*

Vidant's third party administrator for disability insurance is Lincoln Financial Group (formerly Liberty Mutual)

- The team member's leave of absence will be coded as "pending" until the claim is approved by the third party administrator.
- Leave time will only be approved upon receipt of medical certification.
- Extended Illness Bank (EIB) and Short Term Disability (STD) is paid on next available payroll cycle once disability is approved by the third party administrator.
- In the event that the claim is not approved, the team member will use any PTO time available during approved leave period.

Fully insured Short Term Disability participants (Providers) will use sick time once short term disability is approved (after meeting the elimination period).

Requesting a Leave of Absence: Team Member Responsibilities

In times when a leave of absence is foreseeable, team members must provide their supervisor and the Leave Management department with 30 days advanced notice. A reasonable effort should be made to schedule all time away from work so as not to unduly disrupt Vidant's operations. To initiate a claim for Short Term Disability, contact Liberty Mutual/ Lincoln Financial Group.

In times when it is necessary to change an approved leave of absence, contact the Leave Management department within 15 days of the initial date of disability, or the leave of absence may be denied. Leave management should be notified of any leave extensions. Team members are also encouraged to reach out to their managers regarding leave extensions as well.

Returning from Leave: Team Member Responsibilities

Team members should contact the Leave Management department regarding return to work dates, as well as any work restrictions, as soon as possible. Team members must also set up an Occupational Health appointment, prior to returning to work, if they are out on a medical leave due to their own condition. Please provide Occupational Health with a signed Authorized Return to Work form from your health care provider. If instructed, please clear the Employee Assistance Program (EAP) prior to setting up your Occupational Health Appointment.

Workers' Compensation

Time away from work due to a Workers' Compensation injury runs concurrent with FMLA. Please contact the Workers' Compensation department for questions regarding this process.

Leave Administration Contact Information

Benefit	Provider	Phone Number	Email Address/Website	Description
Leave of Absence	Leave Management	252-816-8600	LeaveManagement@vidanthealth.com	Leave of absence information
Short Term Disability	Lincoln Financial Group (formerly Liberty Mutual)	800-213-3805	www.mylibertyconnection.com	STD Claims and covered benefits
Employee Assistance Program	Vidant Employee Assistance Program	877-843-7207 or 252-847-4357	https://myvidanthealth.com/Employee_Assistance_Program/	Counseling Services, Behavioral health, Legal advice & Substance abuse issues
Worker's Compensation	Worker's Compensation	252-847-5509	Jacqueline.Schulz@vidanthealth.com	Work related illness and injury information
Talent Acquisition		252-847-4556		
Benefits		252-847-4479	benefits@vidanthealth.com	Benefit inquiries
Payroll		252-847-5747	payroll@vidanthealth.com	Payroll Inquiries