

Employee Hardship Comprehensive Leave (PTO) Program

THIS POLICY

Policy Number: 411

Effective Date: 1/1/2014

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Policy:

Wesley Woods Senior Living, Inc. is committed to making a difference in the lives of our employees and their immediate family members by providing support in the event of a medical emergency or catastrophic event through donations of Comprehensive Leave Time (PTO) by fellow employees of WWSL.

The PTO donations will be used to assist employees who are experiencing a medical emergency or catastrophic event and have exhausted all applicable leave hours. The stated policy does not override or otherwise impact FMLA policy, provisions, or entitlement.

General Hardship Provisions:

Employee Eligibility:

To be eligible for Hardship PTO hours, an employee must:

- Have first exhausted all PTO and/or Extended Illness (only if Extended Illness is approved for type of leave).
- Be a regular, full-time or part-time employee in good standing who is scheduled to work 30 or more hours per week for WWSL.
- Have not been suspended or received a final written warning in the last 12 months from the date of application.
- Have completed 90 days of employment with WWSL.
- Have not received Hardship PTO hours within the past 6 months.
- Have a financial hardship that involves the employee or member of the employee's family defined as a child, dependent, same-sex domestic partner, spouse or parent.

Types of Hardship:

The Employee Hardship Committee will consider applications for the following hardships (**provided funds and donated hours are available**):

- Death in the family
- Unpaid time off due to a severe illness or accident.
- Unpaid time off due to a fire, crime, flood or other disasters.
- Unpaid time off for the care of a family member as described below.

Family members are defined as the following:

- **Child:** A biological, adopted or foster child; step-child, or a child for whom a person has legal custody.
- **Dependent:** An individual meeting the criteria used by the Internal Revenue Service in defining “dependent” will be considered a dependent for purposes of this policy.
- **Same-Sex Partner:** An individual of the same sex who lives with the employee and is registered with the Benefits Department as being same-sex domestic partners.
- **Spouse:** A husband or wife as defined by Georgia State law.
- **Parent:** A biological, legally adopted, step-parent or in-law.

Procedures:

- The employee will submit the WWSL Hardship Application Packet located on the WWSL Employee intranet to Human Resources for review.
- Approval is subject to the following:
 - o Availability of funds
 - o Estimated length of absence; donations not to exceed 20 days per event.
 - o Must meet specific requirements as listed in this policy.
- The request must meet the following criteria:
 - o Must be due to a medical emergency or catastrophic event.
 - o The employee can only receive PTO hours for one event, with a maximum of 160 hours of comprehensive leave (hours will be prorated based on employee’s standard work week hours)per event..
 - o A certification of medical condition is required for the establishment of a qualifying medical emergency.
 - o Documentation of a qualifying catastrophic event must be provided with the requestor’s recipient application. The following are examples of appropriate documentation:
 - Certified death certificate
 - Obituary
 - Medical Bill
 - Insurance Claims
 - Police Reports
 - Expense Receipts
- The WWSL Hardship Committee will review the application and documentation submitted and will notify the employee with a decision regarding the request.
- Approved requests will be processed and sent to the Payroll Department as follows:
 - o The WWSL Hardship Committee will notify payroll of the amount of approved hours per pay period.
 - o Available hours that are approved will be available the next pay period.
 - o There will be no appeals process.
 - o Recipient will not accrue leave time from donated hours.
 - o Comprehensive leave donations are paid at recipient’s base rate of pay.
 - o Premium pay or shift differentials are not paid.
- Employees who are receiving (or are eligible to receive) workers’ compensation, short-term disability payments, long-term disability payments, or other similar payments may not apply to receive PTO donations. If an employee applies and receives PTO donations and then begins receiving (or becomes eligible to receive) payments from workers’ compensation, short-term disability, long-term disability, or other similar wages replacement plans, the employee must report this to the plan administrator and any unused PTO donations awarded but unused will be forfeited.

Donor Eligibility:

Any employee may voluntarily donate if he or she meets the Donation Regulations below:

Donation Regulations:

- Employees must donate a minimum of 8 hours and retain a minimum of 80 hours after donation.
- Donors may specify a particular recipient, however may not specify number of hours a recipient will receive.
- Donors must submit the Donor & Recipient Application to HR for approval.