



OMD Operational Administrative Policy Paid Time Off & Extended Illness Leave

DRAFT for Review and Approval 5/7/2025,
Effective 6/30/2025; Review Before 8/2028

An employee must have full-time (non-1099 income) employment status and have completed three months of service before being eligible to expend paid time off (PTO) for vacation, personal or family illness, or as otherwise needed subject to Chief Medical Officer approval. As set forth in FMLA provisions, accrued but unused PTO, must be used concurrently with FMLA leave.

PTO must be approved in advance by the Chief Medical Officer(s) to promote the efficient ongoing operation of the MCB/OMD.

PTO is accrued following each calendar month of service as follows:

Years of Completed Service	Vacation Accrued per Month/ per Year
Date of employment to completion of 1 st year	9.333 hours/month - 14 days
1 year but less than 4 years	13.333 hours/month - 20 days
4 years but less than 10 years	16.667 hours/month - 25 days
10 years or more	20 hours/month - 30 days

Service as a part-time or temporary employee shall not be used to determine PTO. Part time or temporary employees are not eligible for accrual of PTO.

The maximum amount of PTO that may be accrued by an employee is three times the amount that the employee may accrue in one calendar year. No additional PTO shall be credited to an employee who has reached the maximum amount until the balance is reduced.

Upon separation on satisfactory employment performance of job duties as determined by the Chief Medical Officer, an employee shall be paid for unused PTO if the employee has completed a minimum of six (6) consecutive months of full-time employment with MCB/OMD. Upon separation from employment, if the employee owes any outstanding monies to MCB/OMD, the amount owed will be deducted from the employee's PTO accrual balance prior to any payout due to the employee.

MCB/OMD encourages employees to utilize their PTO. There are instances where an employee may not be able to take all their accrued PTO and may request that portions of the unused but accrued PTO be paid. In those instances, MCB/OMD will permit the payout of such amounts provided:

1. After the requested amount is deducted, the employee shall have at least 120 hours of PTO remaining.
2. The amount requested must be at least 40 hours.
3. No more than 100 hours can be requested in any 3-month period.
4. Such payouts are subject to tax and other applicable withholdings.

Effective on June 30, 2025, any "sick leave" hours accrued to that date will be converted to PTO hours at a 20% rate, such that 1 hour of "sick leave" (as defined by OMD Clinical Administrative Policy approved on 7/3/2024 and effective on 8/1/2024) will equal 0.2 hour of PTO. This policy



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then replaces the “Sick Leave” policy as noted as well as the OMD Operational Administrative Policy on “Vacation Leave” approved on 9/6/2023 and effective on 10/1/2023.

In the event of extended personal illness that consumes accrued PTO, leave without pay may be granted in compliance with FMLA. After each thirty (30) days during such extended personal illness leave or at other time intervals as may be required by the Chief Medical Officer(s), the employee shall present to the Chief Medical Officer a treating physician’s statement of continued inability to perform normal duties. During such extended personal illness leave, no PTO will be accrued. Additionally, the employee shall pay any premiums which would normally be deducted from pay by the first of each month while on such extended personal illness leave to keep that insurance coverage in force to the extent allowed by the terms of the policy. Employees on such extended personal illness leave are encouraged to check the insurance policy currently in effect to make sure they meet all eligibility requirements in addition to payment of the premium.