

*Rite of Passage*  
*Policy and Procedure*

<b>Policy Number:</b>	<b>100.508 ADDENDUM – COVID 19 Measures</b>
<b>Policy Name:</b>	<b>Paid Time Off (PTO)</b>
<b>Program Type:</b>	<b>All</b>

**Policy:**

The mission of Rite of Passage is to improve the lives of youth, families, and communities. A key component of this mission is the employees. During the COVID 19 pandemic many employees' personal and professional lives are being impacted. As a result, Rite of Passage is issuing this emergency policy addendum with the intent to clarify and add to ROP's existing Paid Time Off policy to address the impact that we are seeing due to the pandemic. This addendum shall be in effect March 17, 2020 and remain until the Rite of Passage Executive Committee deems it no longer applicable.

Unless specifically listed in this addendum, all aspects of Policy 100.508 remain in full effect.

Recognizing that during an event such as a national pandemic employees may be absent more than during normal periods of operation, Rite of Passage supervisors are authorized to approve overtime and extra shifts as needed by the program. Overtime approval remains the responsibility of the Program Director.

Nothing in this emergency addendum or policy 100.508 shall violate FMLA, HIPAA, or any other Emergency COVID 19 laws or decrees.

1. **Maximum Annual Accrual Increase:** Employees are encouraged to request and take PTO. However, in an emergency it is understood employees may cancel or postpone personal plans. To account for employees that are near their threshold maximum and who are needed to remain working, the Maximum Annual Accrual shall be increased from 30 days to 36 days.
2. **PTO Cash Out for Employee Hardship.** The COVID-19 pandemic has created unforeseen personal issues for employees such as childcare expenses because schools are closed. If an employee has a verifiable emergency expense, employees may request to cash out up to 50% of their accrued PTO. Eligible expenses are defined as:
  - a. Child Care Expenses
  - b. Housing (rent or mortgage) Expenses
  - c. Medical Expenses by the employee and his/her immediate family members including spouse, children, parents, and grandparents.

Hardship PTO Cash Out shall be completed by the employee submitting a written request that includes documented evidence of the expenses. The request must be submitted to the applicable Human Resources Department. The Regional Human Resources Director and the applicable Program Director will evaluate and consider the request. Hardship requests shall be considered on a weekly basis. Employees shall receive approval or denial of their request within 5 calendar days of the request. Approvals shall be forwarded by the Regional Human Resources Director to the ROP Payroll department for processing as soon as reasonable.

3. **PTO Donations:** Employees that contract the COVID-19 virus and are required to stay away from work for a period that would cause them to exhaust their PTO balance may receive PTO donations from other employees' unused balances. To protect employee's personal medical information a PTO bank shall be established for each ROP facility. PTO donations from each site shall be put into this PTO bank and used evenly among employees that have used all of their PTO as a result of contracting the virus.

In accordance with policy 100.507 (Paid Time Off Donations), employees should contact their Regional Human Resources Director to individually discuss their situation and to make a written request for access to the ROP facility's established PTO bank.

**Policy Version History and Reference Information**

<b>Date &amp; Version #</b>	<b>Details</b>	<b>Approved By:</b>
03/17/20 v1	Policy created	Lawrence Howell
03/18/20 v2	Perfect attendance bonus language removed	Rusty Alexander

<b>Reference Type</b> (Accreditation, regulation, etc...)	<b>Number, Section, ...</b>