

Department Policy and Procedure Manual

Subject: Allowed Time Off
Scope: Organization-Wide

Effective Date: 11/11/2018
Page 1 of 3

I. Purpose

The purpose of this policy is to define the Medical Center's Allowed Time Off ("ATO") policy for Senior Leaders.

II. Definitions

"Senior Leaders" mean those employees on the Medical Center's Executive Team, Ann & Robert H. Lurie Children's Hospital of Chicago employees with the title of Director and above.

III. Policy Statements

- A. The Medical Center recognizes and respects the needs of employees to have personal time away from work. We believe a more flexible system of allowed time off for Senior Leaders is both feasible and desirable.
- B. Lurie Children's expects each Senior Leader to determine for himself or herself, consistent with the Senior Leader's responsibilities and business necessity, how much time can be spent away from work. Lurie Children's trusts its Senior Leaders to make good judgments as to what is appropriate in their particular circumstances.
- C. Senior Leaders are excluded from the Paid Time Off Policy, and will no longer accrue or use Paid Time Off ("PTO"). Instead, Senior Leaders will schedule/request ATO, including time away from work for vacation, personal needs, holidays and illness.
- D. Newly hired employees are eligible to use ATO after completing 90 days of employment. The only exception is when a legal holiday occurs before a new hire has completed 90 days of employment. In that instance, the employee may use ATO if the department is closed for the holiday.
- E. ATO is to be used at the Senior Leader's discretion, but must be scheduled with the approval of their immediate supervisor, taking into account the individual's job duties and expectations, and the business needs of their department. For Senior Leaders whose duties include direct patient care, scheduling will also take into account the department's ability to meet planned coverage requirements. ATO may be used for vacations, personal reasons, legal holidays and any reason described in the Medical Center's Paid

DISCLAIMER: This policy was developed solely for the use of Children's Hospital of Chicago Medical Center and its affiliates (the "Medical Center"). The information contained herein shall not be relied upon by individuals or entities outside the Medical Center for accuracy, timeliness, or any other purpose.

Department Policy and Procedure Manual

Subject: Allowed Time Off
Scope: Organization-Wide

Effective Date: 11/11/2018
Page 2 of 3

Sick Leave Policy (“PSL Policy”), including illness of the employee or a family member.

- F. ATO is considered to be included in each Senior Leader’s total compensation, so approved time away from work will be paid as regular pay.
- G. ATO may coincide with available leaves under applicable federal, state, or local laws as well as Medical Center policy (*e.g.*, Chicago and Cook County Paid Sick Leave laws, Family & Medical Leave Act (“FMLA”), Short Term Disability (“STD”) Policy, Personal Leave Policy, Child Bereavement Leave Act (“CBLA”), etc.). Whenever ATO coincides with applicable leave rights, all leaves will run concurrently to the fullest extent permitted by the applicable laws.
- H. There is no accrual of ATO, no carry over of ATO from year to year, and no amount of ATO paid out at the end of employment. For anyone that is promoted into an ATO status any accrued PTO will be paid out at the time of the status change.

IV. Procedures

- A. Senior Leaders will request approval from their supervisor when they wish to schedule ATO for a foreseeable reason such as a vacation, and are expected to make sure ATO does not conflict with business and departmental priorities. The approval process will be in accordance with applicable Department policy.
- B. ATO is to be taken and paid out in full day increments. Exempt employees who work any portion of a day are paid for the entire day or shift; ATO for less than a full day is not permitted. However, when taking a full day of ATO, exempt employees may designate a portion of the day for PSL purposes, in increments of no less than four (4) hours.
- C. Senior Leaders must comply with relevant Medical Center policies and procedures when requesting ATO for a leave of absence or using ATO for purposes covered by the PSL Policy.
 - 1. ATO is available for leaves of absence as follows:
 - a. For an absence that qualifies for leave under FMLA (continuous or intermittent), STD, or other leaves of absence resulting in a partial salary payment, ATO will

DISCLAIMER: This policy was developed solely for the use of Children’s Hospital of Chicago Medical Center and its affiliates (the “Medical Center”). The information contained herein shall not be relied upon by individuals or entities outside the Medical Center for accuracy, timeliness, or any other purpose.

Department Policy and Procedure Manual

Subject: Allowed Time Off
Scope: Organization-Wide

Effective Date: 11/11/2018
Page 3 of 3

be available to provide the equivalent of twelve (12) work weeks of full pay for the time that the Senior Leader is required to be away from work.

- (i) A “work week” is based on the employee’s FTE status.
- (ii) For FMLA leaves, 12 work weeks of full pay is available for each 12-month period, measured on a rolling 12-month basis as described in the Family and Medical Leave Policy.
- (iii) For leaves, including FMLA leaves, that are also eligible for STD, ATO will cover any STD waiting period and will then provide compensation to supplement the partial salary payment so that the Senior Leader receives their full pay for the remainder of the 12-week period.
 - i. Employees that still have Extended Illness Bank this will payout prior to the ATO time off with pay.

- b. For Non-FMLA medical absences, after the Senior Leader has completed six (6) months of employment, ATO will be available to provide up to the equivalent of twelve (12) work weeks of full pay for the time that the Senior Leader is required to be away from work; if STD is available, ATO will cover any STD waiting period and will then provide compensation to supplement the partial salary payment so that the Senior Leader receives their full pay for the remainder of the 12-week period. This Non-FMLA leave will be offset against any FMLA leave already taken in the rolling 12-month period.
- c. For other personal leaves of absence that are for a period of more than two (2) consecutive work weeks, ATO is approved at the discretion of the Senior Director’s manager.

2. A Senior Leader’s use of ATO for any PSL purpose is governed by the PSL Policy.

D. If a Senior Leader were to change to a position level not designated as “Senior Leader” as defined in this policy, PTO would be reinstated and would begin to be earned as described in the PTO Policy. At the time the status change is effective, the employee will receive a sixty (60) hour frontloaded grant of PTO to ensure compliance with the PSL Policy.

E. Documentation Procedures

1. Senior Leaders will record and track time off using ATO code in the ETA system.

DISCLAIMER: This policy was developed solely for the use of Children’s Hospital of Chicago Medical Center and its affiliates (the “Medical Center”). The information contained herein shall not be relied upon by individuals or entities outside the Medical Center for accuracy, timeliness, or any other purpose.

Department Policy and Procedure Manual

Subject: Allowed Time Off
Scope: Organization-Wide

Effective Date: 11/11/2018
Page 4 of 3

2. When ATO is taken for a qualified FMLA leave, an Online Leave of Absence application must be completed and FML hours must be tracked via the ETA system. The Employee Absence & Leave Coordinator can assist with this process.
3. When ATO is taken for a personal medical leave greater than 7 calendar days, a Short Term Disability claim must be filed.
4. ETA Pay Codes

Pay Code Definition	Code
ATO	232
PSL – ATO	260
PSL FMLA EE – ATO	261
PSL FMLA FAMILY – ATO	262
PSL VESSA – ATO	263

V. Cross References / Related Policies (add)

Date Written: 10/26/18

Date Reviewed/Revised: 09/01/19

Date of Approvals:

Hospital Operations Committee:

Administrative Policy & Procedure Committee: 11/11/2018

DISCLAIMER: This policy was developed solely for the use of Children's Hospital of Chicago Medical Center and its affiliates (the "Medical Center"). The information contained herein shall not be relied upon by individuals or entities outside the Medical Center for accuracy, timeliness, or any other purpose.