



## **POLICY: Unlimited Paid Time Off: Exempt (Salaried) Employees – Director and Above**

<i>Original Implementation Date:</i>	03/16/2022	<i>Date Reviewed/ Revised:</i>	01/16/23	<i>Area of Responsibility:</i>	Human Resources	<i>Version:</i>	2
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**PURPOSE:** To establish an unlimited policy for Paid Time Off (PTO) for exempt team members, director level and above, Sun Health will forego the implementation of a leave accrual or bank system of any sort. Eligible team members will be free to take leave when they require it. At Sun Health's discretion, leave will be tracked for business purposes.

**POLICY:** Sun Health hires exceptional professionals to perform a wide variety of important functions that contribute to the success of our company. It is Sun Health's intent to provide its exceptional team members the freedom they require to balance the responsibilities of both their work and home lives, thereby maximizing their value to Sun Health.

Under this policy, exempt-level leaders at director level and above are expected to:

- Recognize that at Sun Health, we value all team member contributions and are committed to communicating with our team members in advance when scheduling an absence or notifying the appropriate team member before the start of the workday when an unscheduled absence occurs.
- Understand that due to staffing needs, sometimes, not all leave requests can be honored. Advance requests are still subject to the appropriate approval.
- Meet all established goals and performance expectations despite the absences.
- Sun Health will continue to provide 40 hours of paid sick time (PST) and will be tracked separately from PTO. PST should be used first whenever the underlying reason for time off meets the PST policy requirements.

Except for those on protected leave (such as state or federal family and medical leave), if an eligible team member is unable to meet the expectations outlined above, Sun Health reserves the right to temporarily revoke unlimited leave. Further, if gross abuse of this leave is observed, disciplinary action may be taken, which may include termination of employment.

**PTO Usage When Absent:** Team members who are director level and above will be required to indicate within the timekeeping system and with their leaders their use of PTO when they are absent, unless the absence qualifies as PST and the team member has PST hours available. PTO may be used when a team member is using a protected sick day once the team member has exhausted their 40 hours of annual paid sick time (PST). PTO will have a limit of two consecutive weeks of time off at one time unless the situation requires a Leave of Absence (LOA), see below and **Attendance** policy for more details.

**Leave of Absence:** This policy does not apply to eligible employees requesting military leave, personal leaves of absence, or Family Medical Leave Act leave (FMLA). For more information on these types of leave, please see the corresponding policies.

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**Separation of Employment:** Upon voluntary resignation, leaders are expected to give at least 30 days' notice but no less than 14 days' notice in advance of the final workday. In the event of special circumstances or emergencies, a shorter period may be accepted if approved by the Executive Director or executive. All resignations should be submitted in writing. Leaders must work their normal schedule during the notice period, and prior approved PTO time off will be canceled. Only absences that qualify as a protected paid sick day will be paid if the leader has a sufficient balance of PST. PTO and PST are not eligible for payout for any reason.

**RELATED SH RESOURCES:** *Employee Handbook; Leave of Absence Guide; POLICY: Paid Time Off: Exempt (Salaried) Employees Non-Director Level and Above; POLICY: Paid Time Off: Non-Exempt (Hourly) Employees; POLICY: Paid Sick Time/ POLIZA: Tiempo de Enfermedad Pagado; POLICY: Bereavement Leave; POLICY: Attendance; POLICY: Non-FMLA Medical and Personal Leave of Absence; POLICY: Military Leave of Absence; POLICY: Voluntary Resignation;*

**RELATED FEDERAL/STATE RESOURCES:** [\*The Employee's Guide to the Family Medical Leave Act\*](#); [\*Arizona Fair Wages and Healthy Families Act\*](#).