

MANUAL TITLE:	Managers Policies & Procedures
POLICY TITLE:	Extended Illness Bank Policy
COMPANY:	Episcopal Homes
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DATE OF LAST REVIEW:	03.27.2020

PURPOSE

Extended Illness Bank (EIB) is to be used for employee only (not spouse or family members*) illness, maternity, and extended leave. Extended Illness Time (EIT) starts accruing on the first day of employment; however, employees cannot use it until the payroll following 90 days of employment.

POLICY

Accrual Rate: .02 hours per hour worked, or 40 hours per year based on a 40 hour full time schedule.

1. EIT may only be used for a **non-work related** illness or injury that lasts more than three (3) consecutive work-assigned days.
 - a. Paid Time Off (PTO) time may be used for the first 3 days. If no PTO time is available, employee must go unpaid for 3 days before accessing their EIT**.
2. EIT is accrued based on hours worked and only full-time and part-time employees are eligible to accrue EIT.
3. EIT is considered non-productive hours and is paid out at the employee's base rate of pay. No shift differential is paid for EIT.
4. A doctor's note or medical verification must be provided to your Supervisor both before (planned, when feasible) you go on leave **and** prior to your return to work.
5. The maximum accrual for EIT is 320 hours. EIT hours cannot be transferred or cashed in.
6. EIT hours are not paid out at termination, nor can they be used during the last 2/4 weeks of a voluntary quit.

*If an employee is on an approved FMLA for a parent, child, or service member, EIB may be used.

**In the event of a staff member being out of work for reasons relating to COVID-19, EIT may be used on the first day of absence (rather than using 3 days of PTO first).