



## **Seasonal Leave or Reduced Hours Program**

### **Purpose:**

The purpose of the Seasonal Leave or Reduced Hours Program is to encourage full- and part-time staff members, within all pay grade levels, to voluntarily take time off without pay or reduce worked hours during low census and/or low workload periods. A standard program procedure will be applied consistently.

This program has been written to maintain operating efficiencies within appropriate staffing levels and to remain within budget during periods of low census, volume and/or low workload.

### **Duration:**

Staff members in this program may take a minimum of four weeks up to six months off per calendar year only during low census, volume and/or low workload periods.

Based on business needs, departmental management staff may request that a staff member return to his/her full or partial work schedule before the expiration of the requested Seasonal Leave or Reduced Hours. Staff must provide a phone number where they can be reached while on Seasonal Leave or Reduced Hours. Failure to return if called may result in voluntary resignation, but every effort will be made not to interfere with your leave plans.

A reduced hours schedule may be allowed during any period of low census, volume and/or workload.

### **Parameters:**

Staff Members will:

- Be responsible to pay their portion of insurance premiums up until the time they return to work. This will include medical and dental premiums; all other benefit premiums will be billed in arrears. If desired, PTO can be used to cover any insurance premiums during the leave period. The arrears will be deducted in the first paycheck upon the staff member's return to work. If the arrears payment exceeds earnings, premiums will be taken in the subsequent paycheck(s). Premiums billed in arrears will include, but may not be limited to, items such as vision, voluntary life insurance, flex spending, auto/homeowners insurance, pet insurance, and purchasing power payments.
- Use only the Seasonal Leave or Reduced Hours earning code for regularly

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scheduled hours on their timecard.

- Be reinstated into their same position and hours they had prior to the leave upon return from this program. Every effort will be made to restore staff members to their previous shift and/or schedule; however, return to the exact shift and/or schedule cannot be guaranteed.
- Be eligible for any applicable pay adjustment that may occur while on Seasonal Leave or Reduced Hours.
- Staffing Leave or Reduced Hours Program is not a protected leave of absence.
- Not accrue PST/PTO while on Seasonal Leave or Reduced Hours or reduced hours.
- Not be considered an “active, at-work” employee while on leave and will not be eligible for the Crisis Fund or the PTO donation programs during this time.
- Will not use their badge to make purchases for payroll deductions for any services while on leave.

Utilization of the Seasonal Leave or Reduced Hours Program will not affect employment status nor seniority date.

Benefit premiums for the duration of employee participation in the program will be charged based upon scheduled hours worked prior to low census and/or workload. A staff member will be eligible for full-time benefits if he/she worked between 60-80 hours per pay period prior to participation in the Seasonal Leave or Reduced Hours Program or part-time benefit eligible if he/she worked 32-59 hours per pay period.

Tuition reimbursement will be administered for eligible staff members according to the Tuition Assistance Program requirements while on Seasonal Leave or Reduced Hours. Staff members will be reimbursed upon return to regular status. Staff members anticipating advance pay tuition assistance must complete their application prior to starting the leave.

Participation in the Seasonal Leave or Reduced Hours Program will not affect an employee’s selection for low workload.

### **Procedure:**

Prior to taking Seasonal Leave or Reduced Hours, the staff member is required to complete a request form and submit it to his/her manager. Departmental management is responsible for evaluating the request and staffing levels to determine the appropriateness of granting the leave request. The use of overtime for other staff members or registry cannot be used to back fill hours of those on Seasonal Leave or Reduced Hours. Requests will be considered on a first come basis. Final approval must be obtained by department Director or above.



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Upon approval, department management shall forward completed and approved forms to [leaveofabsence@honorhealth.com](mailto:leaveofabsence@honorhealth.com) prior to commencement of the request start date.

The manager of the staff member taking Seasonal Leave or Reduced Hours will still be responsible for the completion of a performance appraisal while the staff member is out. The staff member must complete their portion of the performance appraisals upon the first day they return to work, if applicable.

Managers must review timelines of upcoming online training courses (i.e. HealthStream or other systems) with the staff member prior to the leave. Staff members must complete all required training modules before the approved leave commences.

At the end of the approved Seasonal Leave or Reduced Hours time period, the staff member will return to work and report to his/her management staff on the previously approved date. Failure to return to work on the date stipulated may result in voluntary resignation.

**LaborWorkx users:** Seasonal Leave or Reduced Hours Program hours will be entered on the time card by the LaborWorkx editor/approver using the Calendar Special code SLV for any regularly scheduled days during the Seasonal Leave or Reduced Hours Program.

If you have any questions about the program, please contact Sharon Faucett at 480-323-4551.