

PAID TIME OFF POLICIES

I. VACATION, HOLIDAYS AND CME ACTIVITIES

- A. Purpose: To provide guidelines as to when Evans Medical Foundation, Inc. ("The Corporation") will compensate eligible employees for paid time off from work for vacation, holiday, and CME activities.
- B. Policy statement: Effective October 1, 2024, the Corporation will compensate its eligible employees for time off from work in accordance with the provisions set forth below.
- C. Eligibility: All current employees (full-time and part-time) of the Corporation with concurrent employment by Boston University shall be eligible upon hire.
- D. Waiting Period: Employees shall be eligible for paid time off immediately upon hire subject to all accrual requirements outlined herein. There shall be no waiting period to access available paid time off.
- E. Reasons for Use:
 - 1. Paid time off shall be available to eligible employees for scheduled absences for vacation, continuing medical education (CME) activities, and for the same holidays as established by Boston Medical Center, which include:
 - a. New Year's Day
 - b. Martin Luther King, Jr's Birthday
 - c. President's Day
 - d. Memorial Day
 - e. Independence Day
 - f. Labor Day
 - g. Thanksgiving
 - h. Christmas
 - 2. Sick time will provided separately as outlined in Section II below.
 - 3. The Corporation will not require use of paid time off for jury duty, bereavement or military leave which are provided by [BUMG personnel policies](#).
- F. Duration and Pay
 - 1. Definition: For purposes of this policy a "week" will be defined as a full-time work week. This may vary by specialty.
 - 2. Duration: 7 weeks per fiscal year (October 1st – September 30th), which may be used for vacation, holidays and/or CME activities.
 - 3. Pay: Employees maintain their regular compensation as provided under the Corporation's compensation policy and benefits while absent from work on approved paid time off.
- G. Accrual and Pro-Rating
 - 1. Starting each fiscal year on October 1st, full-time employees of the Corporation accrue paid time off at the rate of 1/12 of the total annual allotment they are entitled to under the Corporation's plan for each full calendar month of work up to the annual maximum allotment(s) specified in section F.2.

2. Eligible part-time employees accrue paid time off on a pro rata basis in proportion to their percent effort.
3. Employees hired after October 1st accrue paid time off on a pro rata basis based on their month of hire.
4. Paid time off continues to accrue at the rate specified in G.1 for the duration of approved absences for: paid time off, BUMG Paid Family and/or Medical leave (MA PFML), FMLA, Massachusetts Parental leave or while absent from work on an approved worker's compensation claim. Paid time off does not accrue while on unpaid personal leave or long-term disability.
5. The Corporation, in its sole discretion, may allow an employee to take advance paid time off up to their maximum annual allotment(s). The Corporation reserves the right, consistent with state and federal law, to adjust an employee's paycheck to reimburse the Corporation for time borrowed if (1) the employee has not accrued the advanced time prior to the end of the fiscal year (September 30th), and (2) if the employee's employment with the Corporation ceases before the advanced time is accrued. An employee's request to take advanced time constitutes the employee's consent for the Corporation to adjust the employee's paycheck under those circumstances.
6. Any unused paid time off remaining on September 30th will not be carried over into the next fiscal year. Employees may not cash out any paid time off in lieu of use.

H. Conditions

1. Inpatient, Emergency Department and some operating rooms, as well as the departments supporting these areas are open on all holidays. Additionally, hospital clinical departments are expected to be open and providing services on Patriot's Day, Juneteenth, Indigenous People's Day (formerly Columbus Day) and Veterans' Day. The Corporation will be expected to have employees available to provide appropriate services on these days. Any employee who is assigned clinical duties on a holiday may take another paid day off on any other weekday in the fiscal year subject to required notice as outlined in section I.1. The specific dates on which holidays will be observed are published each year in Boston Medical Center's official Schedule of Holidays.
2. Employees may be granted approved time off to observe their religious holidays which do not coincide with the holidays that are officially observed by Boston Medical Center. Such time off will be charged as paid time off.
3. Additional time off in excess of an eligible employee's total paid time off allotment requires approval from the Corporation and will be unpaid.

I. Required Notice

1. In accordance with [BUMG professional and behavioral standards](#), employees should submit a written request to their immediate supervisor a minimum of sixty (60) days in advance of the desired time off for vacation or CME activities. The Corporation may require a greater notice period in accordance with its operating needs. The required notice period may be shortened in unusual situations. The Corporation is exclusively vested with the right to make the ultimate determination as to when paid time off for vacation or CME activities will be scheduled and taken.
2. No notice or approval is required for holidays recognized by Boston Medical Center in departments or services that are closed on holidays. For the procedure for departments or services that are open on holidays, refer to section H.1.

- J. Payment at Termination: If employment with the Corporation ceases before the eligible employee uses all their accrued paid time off the Corporation will pay the employee a sum of money equivalent to pay for their accrued, unused balance. Balances will be paid to employees who are terminated on their last day of work. For employees who voluntarily resign, balances will be paid on or before the next regularly scheduled pay date.
- K. Record Keeping: It is the responsibility of the employee's immediate supervisor to maintain accurate records regarding paid time off usage. Upon request, employees are entitled to a written statement of their paid time off usage.

II. EARNED SICK TIME

- A. Purpose: Earned sick time provides employees with an authorized paid absence from work to:¹
1. Care for an employee's child, spouse, parent, or parent of a spouse, grandparent, brother, or sister who is suffering from a physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care; or
 2. Care for an employee's own physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care; or
 3. Attend an employee's routine medical appointment or a routine medical appointment for an employee's child, spouse, parent, or parent of spouse; or
 4. Address the psychological, physical or legal effects of domestic violence on an employee or the employee's dependent child.
- B. Eligibility: All full-time and part-time employees scheduled to work at least 50% of a full-time schedule.
- C. Duration and Pay
1. Duration: Employees are eligible for a maximum of up to twelve (12) workdays of earned sick time during each fiscal year (October 1st – September 30th). Part-time employees scheduled to work at least 50% of a full-time schedule are eligible for the twelve (12) workdays on a pro rata basis.
 2. Pay: Employees maintain their regular compensation as provided under the Corporation's compensation policy and benefits while absent from work on approved sick leave.
- D. Pro-rating
1. Employees hired after October 1st will be pro-rated for the fiscal year based on their month of hire.
 2. Part-time employees scheduled to work at less than 50% of a full-time schedule are eligible for 40 hours of earned sick time each fiscal year; with a maximum use of up to forty (40) hours per fiscal year.
 3. Earned sick time may be used in hourly increments.
 4. It is the responsibility of the employee's immediate supervisor to maintain accurate records regarding sick leave usage
- E. Conditions
1. Employees shall not be compensated for unused sick leave at the time their employment with the Corporation terminates.

¹ Care of a healthy immediate family member after child birth does not qualify for sick leave.

2. An employee is not required to make up time off from work or to find a replacement as a condition of using earned sick time.
3. Providers within a coverage pool are encouraged to provide on-call coverage for each other, if possible, when the need to use earned sick time occurs. Specific implementation of this provision shall be determined by individual department policies.
4. Employees must notify the Corporation before they use earned sick time, except in an emergency. For foreseeable or pre-scheduled use of earned sick time, the employee should provide the Corporation with at least seven (7) days' notice, except where the employee learns of the need to use earned sick time within a shorter period. Employees who are unable to report to work due to illness shall be required to personally notify their immediate supervisor within four (4) hours of the start of the workday. Employees who are absent for more than one (1) day shall be required to personally or through a surrogate (e.g. spouse, adult family member or other responsible person) notify their supervisor on each day or at intervals requested by the supervisor.
5. The Corporation may require written documentation for an employee's use of earned sick time that:
 - a. Exceeds twenty-four (24) consecutively scheduled work hours;
 - b. Exceeds three (3) consecutive days on which the employee was scheduled to work²;
 - c. Occurs within two (2) weeks prior to an employee's final scheduled day of work before termination of employment, except in the case of temporary employees; or
 - d. Occurs after four (4) unforeseeable and undocumented absences within a 3-month period.
6. Written documentation that may be required includes:
 - a. Documentation signed by a health care provider indicating the need for the earned sick time taken; or
 - b. With regard to indicating the need of leave related to domestic violence, any of the following³:
 - i. A restraining order or other court documentation;
 - ii. A police report documenting the abuse;
 - iii. Documentation that the perpetrator of the abuse has been convicted of a crime against a person where the victim was a family or household member;
 - iv. Medical documentation of the abuse;
 - v. A statement provided by a counselor, social worker, health worker, member of the clergy, shelter worker, legal advocate or other professional who has assisted the employee in addressing the effects of the abuse on the employee or the employee's family; or
 - vi. A signed written statement from the employee attesting to the abuse. Employees must submit requested documentation within seven (7) days after taking the earned sick time for which such documentation is required, unless, for good cause shown, an employee requires more time to provide the documentation.
7. The Corporation may require employees making use of earned sick time during local, state or federally declared emergencies to provide written documentation from a medical provider

² For a "serious health condition" lasting greater than three (3) consecutive calendar days please reference FMLA provisions and paid medical leave benefits listed below.

³ All information of domestic violence experienced by an employee, including the employee's statement and corroborating documentation, shall not be disclosed by the Corporation unless written consent for disclosure is given by the employee at the time the documentation is provided.

substantiating its use. Misuse of sick leave during declared emergencies may result in discipline.

8. The Corporation may determine, in consultation with an employee that a reduced schedule is appropriate in order to accommodate an employee's recurring illness or injury, and compensation may be adjusted accordingly. In addition, the Corporation, in consultation with an employee may consider transferring an employee to an available alternative position. In making an accommodation determination the Corporation will consult with the appropriate human resource person
9. Employees who are absent from work due to illness or injury sustained in the course of employment are subject to and paid in accordance with the provisions of the Massachusetts Worker's Compensation law, and if applicable, BUMG Paid Medical Leave. Employees will be paid under the Massachusetts Worker's Compensation law for absences that occur after the statutory waiting periods have been satisfied, and may also be eligible to receive pay under BUMG Paid Medical Leave. In the event of concurrent approved leaves, total leave pay will not exceed the higher of the benefit amounts.