PURPOSE:

To create a consistent time off approach across the system for identified leadership employees; to enhance flexibility for taking time off; and to minimize administrative work associated with a formal time off program.

POLICY:

RWJBarnabas Health (RWJBH) understands the need for leadership staff to enjoy time off from work for vacation, holidays, and personal time without accruals or time banks. Such time will now be taken on an honor system basis. This includes what may currently be identified at various sites as holidays, vacation days, personal days, paid time off (PTO), and sick time.

If an eligible employee needs time off for their own illness, sick time will be administered on the honor system until such time the individual needs a formal approved leave of absence (sick time greater than seven (7) consecutive days.) Sporadic sick days do not impact this benefit.

ELIGIBILITY:

All RWJBH employees with a title of Director and above (e.g., AVP’s, VP’s, SVP’s, and C-Suite Leadership); and employed physicians.

PROCEDURE:

A. Essential Program Information and Time Off Request Process:

1. Time off is to be scheduled in advance and approved by the individual’s supervisor or their approved designee.

2. Vacation/Holiday/Personal Days/PTO Time Eligibility Guidelines:

   a. Time off should be used prudently.
   b. Staff employed as of March 23, 2019: Honor system time off will be considered the culmination of what the employee typically was eligible to receive under their former time off policy.
   c. Staff hired on or after March 24, 2019 will receive orientation to the program at time of hire and noted in their offer letter.

3. All observed holidays will automatically be considered a day off.
4. Eligible employees will only report (for productivity system purposes only) any non-productive time in the timekeeping system. All non-productive time will be coded in the system for all time off.

5. There is no benefit waiting period for eligible staff employed as of March 23, 2019.

6. Eligible employees hired on or after March 24, 2019 will be eligible to participate in this benefit upon hire.

B. Freezing of Current Time Banks as of March 23, 2019:

1. Any accrued and payable time off based on the current system will be frozen at the value as of the end of pay dated March 23, 2019.

2. If an eligible employee leaves the organization on or after March 24, 2019, the frozen time off benefit will be paid out at the monetary value as of the end of pay dated March 23, 2019. Consistent with RWJBH policy, sick time/extended illness/extended disability bank (EIB/EDB) time will not be paid out upon resignation or separation from RWJBH.

3. If an eligible employee transfers to a role that is not at the level of department director or above, their frozen time off benefit will be restored and made active; this includes accrued EIB/EDB time. The hours restored will reflect the number of hours frozen as of end of pay dated March 23, 2019 unless paid through another program.

4. Any exceptions will require the review and approval of the system Chief Human Resources Officer (CHRO). If approved by the CHRO, the monetary value of the hours will be based on the March 23, 2019 payroll date and may decrease the total number of hours listed in the original letter to the employee at the implementation of this policy.

C. Illness/Work Related Injury and Salary Continuation:

In the event of personal illness or work related injury, eligible employees will be paid 100% of their salary for illness related days off. If the illness extends beyond 7 days then the process for requesting extended time off for a personal disability will need to be followed consistent with the leave of absence policy. The maximum benefit under this plan is 6 months of pay and benefits. Single illness days not relating to a leave of absence do not impact the maximum benefit. Further, this benefit maximum is renewable if the employee returns for at least two weeks of unrestricted full duty before the completion of the 6 month maximum.
1. **Medical Leave and salary continuation** – Sick time will be paid at 100%. After seven (7) consecutive calendar days of sick time, the time off becomes disability leave consistent with the leave of absence policy and request process retroactive to the first day of sick leave. Employees are not required to apply to NJ State for Temporary Disability Insurance. NOTE: If the employee receives State Temporary Disability benefits, they must reimburse the organization.

2. **Maternity Leave, Baby Bonding and salary continuation** - In the event of the birth of a child, eligible employees’ will receive up to a total of 20 weeks of salary continuation inclusive of both maternity leave and baby bonding. Employees should request a leave of absence in accordance with the LOA policy and procedure to determine eligibility under the Family Medical Leave Act (FMLA), NJ Law Against Discrimination (NJLAD) and/or NJ Family Leave Act (NJFLA). Employees are not required to apply to NJ State for Temporary Disability Insurance or Family Leave Insurance (FLI). However, should the employee choose to continue bonding after the 20 weeks of salary continuation, they may apply to NJ State for Family Leave Insurance to receive a portion of their pay beyond this time (in accordance with NJFLA and NJFLI). RWJBH will provide supplemental pay during this time as well (the combination of payments may not exceed the employee’s weekly maximum pay).

3. **Paternity, Adoption or Other Family Leave and salary continuation** – In the event of paternity or partner leave, adoption or the need to care for a family member, eligible employees’ will receive up to 12 weeks of salary continuation through NJ State and RWJBH. Employees should request a leave of absence in accordance with the LOA policy and procedure to determine eligibility under FMLA and/or NJFLA. Employees should apply to NJ State for Family Leave Insurance (FLI) to receive a portion of their pay (in accordance with NJFLA and NJFLI). RWJBH will provide supplemental pay during this time as well (the combination of payments may not exceed the employee’s weekly maximum pay).

4. Salary continuation benefits will cease:
   - a. Once the employee actively returns to their job at which time regular full salary will resume;
   - b. If employee receives long term disability; or
   - c. Upon an employee’s separation of employment.

**Note:** Both medical and parental leave pay received from any other source(s) is reimbursable to the organization.

RWJBH STANDARDIZED ORIGINAL DATE: March 24, 2019
REVIEWED:
REVISED: September 23, 2019; November 10, 2019; February 12, 2021

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RWJBH HUMAN RESOURCES POLICY & PROCEDURE
PAID TIME OFF HONOR SYSTEM FOR LEADERSHIP

EFFECTIVE DATE: February 12, 2021