April 6, 2020

Leaders,

We would like to remind supervisors, due to the anticipation of a potential surge of COVID-19 patients, all health care professionals will be essential during the response to the COVID-19 Pandemic. We are asking that leaders refrain from approving all PTO requests at this time. Any and all requests for Time Off should be accompanied by a comment stating a specific reason for the request.

Please review all PTO requests with your employees. In the case of individuals requesting exceptions to this policy, an exception can only be granted by the Hospital Incident Commander or their designee. If employee needs to remove the request, follow the steps below.

To remove PTO request, employees must:
1. Log on to Employee Self-Service.
2. Go to Time Off Request and then select Request Time Off.
3. Select the day of requested PTO,
4. Click Remove – Change to edit Time-off Request
5. Choose Remove
   - Manager will then approve

COVID Related Leave:

Any absences that are related to quarantine due to exposure, symptoms or testing should not be categorized as PTO. These requests will be processed by HR using the new FFCA guidelines. This also applies to employees off work due to lack of childcare. Employees requiring leave for these examples need to communicate with HR to complete the required paperwork.

If HR approves the sick leave, there are three new earnings.

1. PSL Self - **The employee is directly impacted (quarantined, and/or ill seeking medical attention**
   - Directly impacted employees to receive PSL for up to 80 hours at 100% of salary (no PSL after 80 hours).

2. PSL Family/Dependent - **The employee is indirectly impacted (caring for someone).**
   - Indirectly impacted employees to receive PSL for up to 80 hours at two-thirds salary.

3. PFL Dependent - **The employee is indirectly impacted (child cannot go to school, day care, etc).**
   - Indirectly impacted employees to receive PSL for up to 80 hours at two-thirds salary.

PTO Low Census Request

In the case employees are being paid due to low census, follow the steps below.

To add PTO Low Census, employees must:
1. Log on to Employee Self-Service.
2. Go to Time Off Request and then select Request Time Off.
3. Input the number of hours for the requested day and then choose PTO Low Census.
4. Input the comment "COVID19" into the section titles Reason.
5. Click Add Request.
   - Manager will then approve

Add Time-Off Request ✕

Hours per day *

8.00

Type *

Pto Low Cens ▼

Days

04/14/2020 📅

To

04/14/2020 📅

Start Time

08:00AM 🕐

☐ Exclude Weekends

Reason

COVID19

Projected Net Available

174.04 hours (0.00 future hours)

CANCEL   ADD REQUEST

Low Census Zero Pay Requests

In the case employees have requested days off without pay for low census, follow the steps below.

To add low census leave without pay, employees must:
6. Log on to Employee Self-Service.
7. Go to Time Off Request and then select Request Time Off.
8. Input the number of hours for the requested day and then choose Low Census Zero Pay.
9. Input the comment "COVID19" into the section titles Reason.
10. Click Add Request.
    - Manager will then approve

Add Time-Off Request   ✕

Hours per day *	**Type ***
8.00	Low Census Zero Pay ▼

Days				
03/26/2020 🗓	To	03/26/2020 🗓		

Start Time

08:00AM 🕐 ☐ Exclude Weekends

Reason

COVID19

Projected Net Available

0.00 hours (0.00 future hours)

CANCEL   ADD REQUEST

Note: On the timecard, this will look as if time has been taken; however, if you look at the totals in the bottom, there is no rate for this allotted time. It should look like this:

Totals	Approvals

Pay Period Totals

	Pay Code	Allocation (Tax Profile)	Hours	Rate	Dollars
R	Regular *Effective 12/09/2019*	[185000] -MCALESTER REGIONAL HEALTH CENTER AUTHORITY-MCALESTER REGIONAL HEALTH CENTER AUTHORITY-CERTIFIED MEDICATION AIDE-None	32.00	$16.00	$512.00
LOW	Low Census Zero Pay *Effective 12/09/2019*	[189550] -MCALESTER REGIONAL HEALTH CENTER AUTHORITY-MCALESTER REGIONAL HEALTH CENTER AUTHORITY-CERTIFIED MEDICATION AIDE-None	8.00		
		Pay Period Totals	40.00		$512.00

Attention: Please process these requests as quickly as possible. HR and Accounting must manually approve these requests, so it is essential that they are entered with enough lead time to process.

Payroll and HR will be responsible for coding the COVID19 entries to the appropriate COVID19 department in Paycom on the employee's timecards.

Please note this the exact reason why we need comments entered in ALL requests for Time Off.

Thanks, Incident Command Team