

# REHAB SOLUTIONS, INC.

## PAID TIME OFF



### General Policy

Paid Time Off is a time for you to rest, relax, and pursue special interests. Rehab Solutions has provided PTO as one of the many ways in which we show our appreciation for your loyalty and continued service.

Regular full-time and part-time (over 20 hours per week) employees are eligible for PTO. Paid Time Off accrues on a pro-rated basis for part-time employees who work over 20 hours per week. The following important points about PTO are hereby emphasized:

- Regular full-time employees and part-time employees who work more than twenty (20) hours per week are eligible to accrue Paid Time Off for each hour worked. However, PTO is not accrued if you work less than 20 hours in a week.
- Although PTO begins to accrue on your first day of employment, you are not eligible to take PTO during the first ninety (90) days of employment.
- You are not eligible for PTO if you are a floater or temporary employee.
- If you resign after PTO has been approved but before it is actually taken, the PTO approval is rescinded, and you will not be able to take the PTO.
- Paid time off is not accrued while on PTO, while working overtime hours nor when more than 30 home health visits in a week are made.
- Paid time off is not paid out should you resign or be terminated.
- Paid Time Off cannot interfere with patient care and therefore must be approved by your manager at least one (1) month in advance. If any conflicts arise in requests for Paid Time Off, preference will be given to the employee with the most seniority.
- You may not receive advance Paid Time Off pay (for Paid Time Off time taken in excess of your Paid Time Off accrual balance).

Please see the Personnel Policy Manual for detailed information about Paid Time Off benefits and policies.