

**Policy and Procedures**

*Title:* Time Off

*Date issued / last revision:* December 5, 2003

*Date effective:* Immediately

## Time Off

*Statement:*

Cooperstown Medical Transport, Inc. (CMT) is establishing policy and procedures for time off from work.

*Purpose:*

To establish the appropriate use of, and requesting of, time off from work.

*Scope:*

This policy applies to all employees of CMT.

*Policy:*

1. No employee of CMT shall be absent from duty without prior authorization.
2. Employees requesting time off for other than an emergency or illness must submit a written request no later than 2 weeks prior.
  - a. The DO or Field Supervisor must approve requests.
3. Emergency time off may be granted by the Field Supervisor not to exceed 1 day.
  - a. Any emergency time off exceeding 1 day must be approved by the DO.
  - b. Examples of emergency time off may include, but are not limited to, a death in the family, injury or illness of a family member, or an illness that started while on duty.
4. Employees unable to report for their shift due to an illness / sickness or injury must attempt to notify the on duty dispatcher at least 3 hours prior to the start of that shift.
  - a. The on-duty dispatcher will contact the DO or Field Supervisor
  - b. The employee who 'calls out sick' may be subject to a visit or a telephone interview by the DO or Field Supervisor.
5. Sick time is not to be used as a scheduled day off.
6. Any misuse of sick time will result in disciplinary action.
  - a. A doctor's (health care provider's) excuse will be provided to management, at their discretion, for any of the following:
    - i. Illness encompassing 3 consecutive shifts
    - ii. After time off from an injury that occurred at work
    - iii. If an injury prevents the employee from carrying out all the duties of their job description
    - iv. At the request of management
7. Leave of absence, other than under the Family and Medical Leave Act (Refer to *Family and Medical Leave Act* policy).

- a. A leave of absence is an unpaid leave from the job and generally will not exceed sixty days. The decision to grant a leave of absence will be based on the following factors;
    - i. Employees' length of service and work performance
    - ii. Length and reason for the absence
    - iii. Position held
    - iv. Needs of the company
    - v. All requests are in written form
  - b. If it is determined that the leave of absence should be granted, the employee shall be notified in writing. If the employee is unable to return by the expiration date of the leave, the employee shall promptly contact his/her supervisor and request permission to extend the leave. If the employee does not return on or before the expiration of leave, or fails to notify his/her supervisor of a reason for not returning, the employee will be considered to have resigned without notice.
  - c. CMT will endeavor to return the employee, who meets the above provisions, to the same or equal job at the expiration of the leave of absence. The exact same job, however, cannot always be guaranteed.
  - d. Company benefits (i.e. vacation leave, personal leave, sick leave) will not accrue during a leave of absence. Medical benefits will continue, if paid for by the employee. In cases of leave for jury duty and "maternity leave", medical benefits will continue as usual.
8. Military duty
- a. Should an employee enter active duty into any branch of the Armed Forces of the United States, he/she will be granted an unpaid leave of absence of the duration of the military service. All Company benefits will cease thirty days following the beginning of active military duty.
9. Disability
- a. An employee who misses at least 1 consecutive week of work due to an on job injury may be entitled to file claim under CMT worker's compensation insurance.
10. At will employment
- a. Nothing in this policy should be interpreted to, in any way, effect or hinder the "at will" employment" relationship held by CMT and its employees.