

	PAID TIME OFF		
	Effective Date: 12/19/2022	Chapter: C. Finance	Policy #: C4.04
	Supersedes: 06/30/2022	Programs Applicable To: All	Policy Owner: Benefits
	Review Dates:		
Chief Executive Officer: David Dennis 		Chief Financial Officer: Tony Van Slyke 	
Companies Applicable To: Eckerd Connects and all affiliated organizations			

OVERVIEW

In an effort to make it possible for our employees to maintain a healthy work-life balance, Eckerd Connects and its affiliated organizations provide paid time off (PTO) for respite, relaxation, and to attend to the health needs of themselves and their families. PTO is used for normally scheduled workdays that are not worked due to vacation, non-operational days, and personal or family illness or accident. The number of PTO days granted to the employee is dependent upon their length of service.

POLICY

A. Eligibility

Full-Time Regular and Full-Time Temporary employees will be eligible to accrue paid time off.

B. PTO Accrual Rates (effective 1/1/17)

Years of Service	Semi-Monthly	Hours per Year	Days per Year
0-1 yr.	6.3333	152	19
After 1 yr.	6.6667	160	20
After 2 yrs.	7.0000	168	21
After 3 yrs.	7.3333	176	22
After 5 yrs.	7.6667	184	23
After 7 yrs.	8.0000	192	24
After 9 yrs.	8.3333	200	25
After 11 yrs.	8.6667	208	26
After 13 yrs.	9.0000	216	27
After 15 yrs.	9.3333	224	28
After 17 yrs.	9.6667	232	29
After 19 yrs.	10.0000	240	30
After 24 yrs.	10.3333	248	31

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C. PTO Date

1. The most recent date of hire will be used for calculating years of service for PTO payout and accrual.
2. Time spent on an approved leave of absence will be counted as service time for purposes of this calculation.
3. Time worked while classified as a part-time employee will not count as service time for purposes of this calculation.

D. Cessation of Accrual

1. The accrual of PTO ends on an employee's last day of employment.
2. PTO does not accrue during an unpaid leave of absence (unpaid leave of absences include ones in which PTO or short-term disability payments are used to replace lost wages).
3. The accrual of PTO ends the date an employee's status changes to part-time employment.
4. The accrual of PTO will end when an employee's paid time off balance reaches 240 hours/30 days. Accrual will resume when the balance falls below that amount.

E. Scheduling/Approval

1. The use of paid time off should be requested and approved in writing at least 24 hours in advance. PTO can be requested through the payroll system.
2. Eckerd Connects will attempt to allow PTO usage as requested by the employee; however, actual usage/scheduling will be subject to the operational needs of the program to which the employee is assigned.
3. In cases where two employees seek to schedule PTO at similar intervals, and operational needs dictate this is not advisable, the supervisor will resolve the dispute in an equitable fashion.
4. When a personal or family emergency or illness requires use of PTO the employee will notify the supervisor as soon as possible but no later than the start of the normal work shift, or earlier if so indicated by local policy. Direct care employees will be expected to provide a minimum of two hours' notice in order for management to ensure appropriate staff coverage levels.
5. Employees who have given notice of resignation may be granted limited PTO usage during their remaining time of employment. Permission is not guaranteed based on the manager's assessment of the program needs. PTO usage will not be granted on the last working day with the organization.
6. If an employee has PTO available to them, that PTO must be utilized when taking time off of work unless the time off is for an approved Leave of Absence. Please refer to the Leave of Absence policy for more information.

F. Maximum/Minimum Use

1. Employees will be encouraged to use at least one week of paid time off annually for the purpose of rest and respite.

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2. No more than 40 hours/5 days of PTO will be used for any given workweek.
3. PTO time taken and hours worked in one week cannot add up to more than 40 hours.
4. All employees (exempt, non-exempt and salaried non-exempt) may use PTO in increments of not less than 15 minutes.

G. Payment

1. Proper supervisor authorization is required for payment of PTO.
2. Compensation for paid time off will be at the employee's current base pay at the time the hours/days are taken except as noted for "excess PTO account".
3. Hours paid under PTO will not be counted as hours worked for purposes of calculating overtime.

H. PTO Payout

1. Upon separation from Eckerd Connects, PTO will be paid out at the employee's base pay rate. Employees who have not been employed with Eckerd Connects for 3 consecutive years as a full-time employee at the time of their last active day of employment will not be eligible for PTO payout, except where state law or funder contract requirements dictate otherwise.
2. Where state law allows, PTO will not be paid out regardless of length of service to employees who are terminated for cause or do not give an appropriate 2 weeks' notice when resigning their position at Eckerd Connects.
3. The three-year employment requirement will not apply to employees assigned to the Job Corp Centers which are funded by the Department of Labor when contractually required. These employees will be paid out their PTO balances upon separation or end of the contract.
4. Exceptions to the PTO Payout may be allowed at the discretion of the Chief Financial Officer.

I. Status Change

1. Any regular, full-time employee who has been employed in said status for 3 consecutive years or longer, whose employment status changes to part-time, will become ineligible to accrue PTO. The employee may request, in writing, redemption for cash of the PTO balance, to be paid out at the current rate of pay. If no such request is made, then no future accruals will be added, but the employee may continue to use the PTO days/hours, at the new rate of pay, as circumstances require and in accordance with this policy and other related policies.
2. Any regular, full-time employee who has been employed for less than 3 consecutive years, whose employment status changes to part-time, will become ineligible to accrue PTO, and they will not be eligible for payout of that PTO until such time that they have worked for 3 consecutive years. No future accruals will be added, but the employee may continue to use the PTO days/hours, at the new rate of pay, as circumstances require and in accordance with this policy and other related policies.

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J. California Part-Time Employee Sick Time

1. Part-time employees working in the state of California will accrue sick time at a rate of 1 hour per 30 hours of time worked up to a maximum balance of 48 hours at which point the accrual will cease until the balance drops below 48 hours.
2. Sick time accrued may be used in accordance with the requirements set forth in Section E. 4 of this policy; however, it is limited to 24 hours of use in a rolling one-year period.
3. Sick time will stop accruing when an employee separates from Eckerd Connects, moves to a full-time position or transfers to another state. In these situations, sick time will not be paid out.

K. SCA Designated Employees – Job Corps Centers

1. Employees working at the Job Corps Centers that are designated as SCA employees will have separate accruals for vacation and sick time and will no longer utilize the PTO accrual.
2. Sick Leave:
 - Sick leave applies to both full-time and part-time SCA employees.
 - Paid sick leave accrues at a rate of 1 hour of paid sick leave for every 30 hours worked up to a maximum of 56 hours (7 days) per year. For SCA employees at Albuquerque, sick leave accrues at 1 hour of paid sick leave for every 30 hours worked up to a maximum of 64 hours.
 - Employees may use their accrued paid sick leave their own rest and relaxation, illness, injury or health related needs; to assist a family member who is ill, injured or has other health related needs; or for reason resulting from or to assist a family member who is the victim of domestic violence, sexual assault or stalking.
 - Employees may carry over up to 56 hours (7 days) of accrued but unused sick leave from one calendar year to the next. Employees at Albuquerque may carry over up to 64 hours of sick leave.
 - Accrued but unused paid sick leave is not paid out at the time of separation of employment.
3. Vacation Leave:
 - Applies to both full-time & part-time SCA employees. Accrual rates for full-time employees:

Years of Service	Hours per Year	Days per Year
Less than one year	96	12
1 yr.	104	13
2 yrs.	112	14
3 yrs.	120	15
5 yrs.	128	16
7 yrs.	136	17
9 yrs.	144	18
11 yrs.	152	19
13 yrs.	160	20
15 yrs.	168	21
17 yrs.	176	22
19 yrs.	184	23
24 yrs.	192	24

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- Part-time employees accrue vacation time at a pro rata share based on hours paid on the previous SCA Anniversary work year. Accruals will begin on the first year anniversary date.
- The accrual of vacation hours is in arrears and is based on your anniversary date as an SCA employee. Accruals will begin on the first year anniversary date. Based on your years of service, the vacation accrual per the table above will be added to your vacation balance on your anniversary date.
- Newly hired employees will accrue 4 hours of vacation each pay period. If employment is ended within the first year, any remaining vacation balance is not eligible for payout.
- SCA employees have one year to use the accrued vacation hours. If not used before the next Anniversary date, the unused vacation balance will be paid out at the employee's current rate of pay on the pay period following the Anniversary date. If not used before the employee's separation of employment, the unused balance will be paid out at the employees' current rate of pay on the final paycheck.
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ATTACHMENTS/FORMS

None

REFERENCES

[Attendance \(Policy B2.03\) Break in Service \(Policy B2.05\)](#)

ACCOUNTABILITY

The Human Resources Department is accountable for administering this policy. Each employee's supervisor is responsible for authorizing leave and payment of PTO within the guidelines of this policy. The facility's director is responsible to determine in a fair and consistent manner if the notice period should be waived or if payment should be withheld due to the egregious nature of discharge. The Payroll Department is responsible for generating accruals, maintaining balances and issuing payments in accordance with this policy.

Please contact the Human Resources Department if you have any questions about the interpretation of this policy.

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C4_04 - PTO

Final Audit Report

2022-12-19

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	TRAVEL POLICY		
	Effective Date: 08/10/2022	Chapter: C. Finance	Policy #: C1.04
	Supersedes: 07/01/2019	Programs Applicable To: All	Policy Owner: Finance
	Review Dates:		
Chief Executive Officer: David Dennis 		Chief Financial Officer: Tony Van Slyke 	
Companies Applicable To: Eckerd Connects and all affiliated organizations			

OVERVIEW

This policy provides guidelines and establishes procedures for all of the Organization's employees incurring business travel expenses for the benefit of the Organization. All employees are required to comply with these guidelines in order to receive reimbursement for any expense claims related to travel on the Organization's behalf. When submitting expense reports to claim reimbursement, it is expected that employees will neither gain, nor lose, financially.

Each employee of the Organization and its subsidiaries have stewardship responsibility for managing travel expenses, but in particular:

- All employees are responsible for reading, understanding and complying with this policy and any additional related guidelines established by their specific customer, program or region.
- All approvers (management) are responsible for reviewing **all expense reports** for accuracy, required supporting documentation and compliance with policy.

The Organization will reimburse employees for all reasonable and necessary expenses while traveling on authorized Organization business that are in compliance with the guidelines of this Travel Expense Policy.

- The Organization assumes no obligation to reimburse employees for expenses that are not in compliance with this policy.
- Travelers and/or Expense Claim Approvers who do not comply with this policy may be subject to delay or withholding of reimbursement and/or disciplinary action up to and including termination.

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Exceptions, deviations, or reimbursements for expenses that are not in compliance with this policy require the **prior written approval** of the employee's supervisor and two-up supervisor. Employees will be required to submit the written approval with the expense report documentation.

DEFINITIONS

Business Meals - Meals taken with customers or suppliers during which a specific business discussion or meeting takes place.

Purchasing Card (P-Card) – Organization-issued charge card designed primarily for employees that travel and/or make purchases on behalf of the Organization.

POLICY

A. Alternatives to Travel

Virtual meetings, telephone and video-conferencing are effective alternatives to travel and represent an opportunity to significantly reduce travel costs. Every potential traveler should consider if the business objective can best be accomplished through these avenues.

B. Consultants, Contractors and Employment Applicants

If a non-employee (e.g., contractor, consultant or employment applicant) is required to incur travel expenses at the request of and for the benefit of the Organization, the guidelines and requirements of this Travel Expense Policy will apply to the non-employee to the same extent as imposed on employees with the following exceptions:

1. Consultants and contractors will have the responsibility to purchase their own airline tickets. Employment applicant airfare will be purchased utilizing a corporate p-card.
2. Reimbursement of travel-related expenses will be based on an invoice submitted by the non-employee to the Organization - Accounts Payable Department rather than via the reimbursement procedures outlined for employees in this policy; however, the invoiced amount must be supported by the documentation requirements of this policy.
3. Entertainment expenses of the non-employee incurred in the course of the Organization's business are not reimbursable unless preapproved in writing by person the non-employee reports to.
4. In no circumstance will personal travel expenses of either the contractor/consultant or a companion/spouse be reimbursable.
5. Travel insurance coverage does not extend to the non-employee and the Organization will not provide reimbursement for any travel-related insurance premiums.

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C. Air Travel

1. Airfare purchasing: Requests for air travel reservations should be made 14 days prior to the planned departure in order to receive the lowest cost fares when possible. Employees should choose the most economical flights available that meet their travel requirements. Alternate airports should be considered, when applicable, taking into account the cost of transportation and parking versus the savings in airfare.
2. Airline Class of Service: All airline tickets will be issued in Coach/Economy Class only.
3. Upgrades for Air Travel: Upgrades at the expense of the Organization are NOT permitted. Upgrades are allowed at the traveler's personal expense. Employees are not permitted to book air travel at a higher fare in order to use Frequent Flyer program privileges when a lower non-restrictive fare exists on the same flight.
4. Checked Baggage Fees: Travelers are permitted to charge the Organization for up to two checked bags when the airline charges for checking a bag. If the airline doesn't charge for checked bags and travelers exceed the complimentary checked bags, the traveler will have to pay for the additional bags as a personal expense.
5. Airline Frequent Flyer Programs: Travelers may retain frequent flyer program benefits for personal use.
 - a. Participation in a Frequent Flyer Program must not influence flight selection that would result in incremental cost to the Organization beyond the lowest available airfare, as required by this policy.
 - b. The traveler is responsible for the record keeping, redemption and income tax implications of program rewards.
 - c. Any membership costs associated with a Frequent Flyer program are not reimbursable by the Organization.
6. Airfare will be reimbursed on commercial airlines only.
7. Denied Boarding Compensation: Airlines occasionally offer free tickets or cash allowances to compensate travelers for delays and inconvenience due to overbooking, flight cancellation, changes of equipment, etc. Travelers may volunteer for denied boarding compensation, and may keep the free travel voucher or cash allowances for personal use only if:
 - a. The delay in their trip will not cause an increase in the cost of the trip; and
 - b. The delay in their trip will not result in any interruption or loss of business.
8. Airport Parking: Travelers need to use general, long term, economy or offsite parking and provide receipts for reimbursement. In all cases, the availability and cost effectiveness of airport shuttle service needs to be considered and used whenever possible. The cost of taxi, ride-sharing service or airport limousine service should be compared to the cost of parking and the lower cost alternative chosen.

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D. Lodging

1. Traveler should select lodging accommodations that are reasonably and competitively priced.
2. It is the traveler's responsibility to review and dispute any discrepancies he/she might encounter on the hotel bill.
3. Premium properties can be used only if attending a professional conference where an event group room rate has been negotiated and the amount does not exceed the rates otherwise available at alternate properties in the destination city.
4. Travelers are required to reserve Standard rooms only. Travelers may accept room upgrades to suites or executive floor rooms ONLY if the upgrade is at no additional cost to the Organization.
5. Travelers are responsible for understanding and complying with hotel cancellation policies. Travelers will not be reimbursed for "no-show" or cancellation charges unless there is sufficient evidence that the billing is in error (i.e., a cancellation number was obtained).
6. If the traveler is required to check out earlier than stated on the reservation due to business requirements, any fee charged by the hotel for early check-out is reimbursable. The traveler should consult with the hotel reservations desk to determine if a check-out fee is applicable.
7. Expenses incurred for movies, liquor, laundry, clothing, personal items or other expenses incidental to travel will not be reimbursed by the Organization unless specifically approved by the traveler's immediate supervisor.
8. Many hotels have frequent guest programs that reward travelers with free accommodations in exchange for a given number of paid room nights at the hotel. Travelers may retain awards from such programs for personal use. Participation in these programs must not influence hotel selection, which would result in incremental cost beyond the Organization's specially negotiated rate. Any membership fees associated with joining these programs are not reimbursable.

E. Car Rental

1. The use of a rental vehicle is justified only when it is more economical than using a personal vehicle or the local ground transportation alternative, taking safety and travel time into consideration. Personal convenience is NOT acceptable justification. Travelers should rent from the most cost effective rental car company.
2. Travelers must consider vehicle rental to their destination when:
 - a. Driving is more cost-effective than airline or rail travel.
 - b. Required to transport large or bulky materials.
3. Travelers may rent a vehicle at their destination when:

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- a. It is less expensive than other transportation modes such as taxis, ride-sharing service, airport limousines and airport shuttles.
- b. Entertaining customers.
- c. Two (2) or more employees are traveling together.
4. Rental Car Size Guidelines: Intermediate-size (or smaller) cars will be reimbursed for employees traveling alone or in a group of up to three (3) employees, unless extenuating circumstances (e.g., medical, physical, etc.) dictate otherwise. A full-size vehicle is permitted if the traveler is required to transport bulky equipment or more than three (3) employees travel together in a single vehicle.
5. Rental Car Upgrades: Travelers may accept car rental upgrades only if there is no additional cost to the Organization.
6. Car Rental Insurance: The Organization provides travel accident and liability insurance for business related travel. All insurance provided by the car rental company is not a reimbursable expense and should be waived when renting a vehicle. If traveler combines business trip with leisure, the rental car is not insured by the Organization during the leisure portion of the trip (but may likely be covered under the employee's personal auto insurance policy). Travelers should review their personal auto insurance policy and make their own arrangements for insurance coverage if desired in this regard.
7. Refueling Rental Car Prior to Return: The rental vehicle must be returned with a full tank of gas to avoid refueling fees by the car rental Organization. Fuel charges are reimbursable. Options to prepay for fuel should be selected at the initial rental to be reimbursed.
8. Rental Car Accidents: Should an accident occur while driving a rental car, travelers must immediately contact:
 - a. Local law enforcement authorities, as required;
 - b. The rental car agency; and
 - c. The Organization's Risk Management Team.The traveler is required to obtain and keep a copy of the accident report. The insurance carrier, the Organization and car rental agency requires a written accident report and police report.
9. Parking and Toll Charges: Necessary parking and toll charges are reimbursable. Receipts must be provided for parking detailing date(s), location and duration.
10. Traffic and Parking Violations: Traffic and parking violations while operating a rental vehicle or a personal vehicle for business purposes are not reimbursable.
11. Rental Car Club Memberships: Employees may register with rental car membership programs; however, the Organization will not reimburse any costs related to these programs.

F. Personal Car Usage

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1. Employees may use their personal car for business purposes under the following conditions:
 - a. If it is less expensive than renting a car, taking a taxi, ride-sharing service or alternate transportation.
 - b. If it is more timely than taking public transportation.
 - c. When transporting Organizational goods for delivery.
2. Under no circumstances will the Organization reimburse an employee for insurance premiums for a personal vehicle used for business purposes nor any physical damage to your personal vehicle resulting from an accident while using the vehicle for business purposes. Refer to the [Vehicle Safety and Transportation](#) policy for details on insurance coverage during an accident.
3. To be reimbursed for use of a personal car for business, travelers must provide on the expense report:
 - a. Purpose of the trip
 - b. Date and location
 - c. Receipts for tolls and parking
 - d. A print out of the map mileage

G. Mileage Reimbursement and Work Time While Traveling

1. Travelers will be reimbursed for business usage of their personal cars per this policy at the Organization-approved mileage reimbursement rate (in the table below). Personal mileage reimbursement is intended to cover all costs related to operation of the vehicle including service, maintenance, gas, oil, insurance and depreciation. Mileage is never reimbursed when using a company-owned vehicle, leased vehicle, or a vehicle rented by the Organization. Unless mandated by state or contract requirements, mileage will be reimbursed at the federally-approved rate.

Program	Mileage Rate
Florida Programs	.445/mile
Ohio Programs	.50/mile
Programs not located in Florida and Ohio	IRS Rate
Early Headstart Programs	IRS Rate
Clearwater Support Center	.445/mile

2. Travel time while driving for business purposes is considered time worked unless it is not allowed per below.
3. Commutes are not reimbursed and not considered time worked.
 - a. Commutes include travel to the employee's home office or any other work location within a 30 mile radius of the employee's normally-assigned home office.

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- b. Travel to a work location outside the 30 mile radius of the employee's normally-assigned home office is reimbursed but the mileage of the normal commute must be deducted from that trip. The travel is also considered time worked.
- c. Travel between work locations is reimbursable and considered time worked.
- d. For employees whose home office is their home:
 - 1) Travel to any worksite within 30 miles of home is considered a commute.
 - 2) Travel beyond 30 miles is reimbursed.
 - a) This travel is also considered time worked.
- e. For extended travel:
 - 1) Travel to a work location from hotel is considered a commute.
 - a) If travel to work location is more than 30 miles from hotel, the employee's supervisor and HR should be consulted to determine if the travel can be reimbursed and if it is considered time worked.

H. Meals

1. Meals will be reimbursed for travel requiring an overnight stay. For one-day business trips, breakfast will be reimbursed if you leave before 6:00 AM. Lunch will be reimbursed if you are gone from 8:00 AM to 5:00 PM. Dinner will be reimbursed if you will not return home until after 6:00 PM. Travelers will NOT be reimbursed for personal meals when in their home city unless attending a conference, training or other business-related activity.
 - a. Personal meal expenses will be reimbursed according to the actual expense incurred.
 - b. Spending Guidelines and Limits: Travelers will be reimbursed for actual documented meal expenses (i.e., with proper detailed receipts). Suggested guidelines are:
 - Breakfast - \$10.00
 - Lunch - \$15.00
 - Dinner - \$25.00
 - c. When employees are in a major metropolitan area the above suggested guidelines may be more due to the expensive nature of the area.
 - d. Employees who wish to leave a tip to their server may do so at their discretion. The Organization will not reimburse for tips greater than 20% of the bill. If a tip greater than 20% is left on a bill, the employee will be required to reimburse the Organization for the variance. Tips should clearly be indicated on receipts.
2. Business Meal Expenses: Employees will be reimbursed for Business Meal expenses according to actual and reasonable costs. Business meal expenses

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will be reimbursed only when the employee can demonstrate a clear business purpose.

3. Any purchase of alcoholic beverages will not be reimbursed by the Organization.
 4. A receipt must be submitted with the expense report for any individual meal or business meal regardless of amount. **A receipt which itemizes the food/drink items served during the meal is required when submitting your expense reimbursement request.**
- I. Expense reports submission
1. Employees are required to submit an expense report within 10 business days of travel completion. All receipts must be uploaded with the expense report. Employees of Strive Academy and Pathways are also required to complete a Florida State Travel Reimbursement (Form C1.04a).
 2. Any time an employee incurs personal cost for Organizational expenses, an expense report must be submitted for reimbursement through Concur. Each report is required to be submitted within 10 days of the date the expense was incurred by the employee. This ensures proper timing of expenses as outlined in program budgets. Items that are billed directly to a contract must have the contract number selected for each line item.
- J. Miscellaneous Items
1. Companion or spouse travel will not be reimbursed.
 2. The Organization provides travel accident insurance for business-related travel. Any additional insurance purchased by the employee will not be reimbursed.
 3. Other modes of transportation not outlined in this policy should be discussed with the traveler's immediate supervisor.
 4. Agency vehicles must be used for Organizational business only. Transportation in agency vehicles is not used for any personal reason, except for commuting to and from work.
 5. This travel policy may be superseded at any time by specific contracts if they differ significantly from stated policy.
 6. Organization-purchased gasoline with Wright Express cards is to be used only in agency vehicles and/or rental vehicles. Wright Express cards may not be used in personal vehicles.
 7. Reimbursement of personal items is not allowed. This includes employee cakes, food, cards, presents for birthday, graduation, baby shower or wedding celebrations. These events can be celebrated with personal collections from staff.

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ATTACHMENTS/FORMS

None

REFERENCES

None

ACCOUNTABILITY

The Finance Department has responsibility and accountability for the development, revision, maintenance and oversight of this policy and procedure.

	INCLEMENT WEATHER		
	Effective Date: 04/02/2018	Chapter: D. Health & Safety	Policy #: D2.06
	Supersedes: 05/18/2009	Programs Applicable To: All	Policy Owner: Benefits
	Review Dates:		
Chief Executive Officer: David Dennis 		Chief Financial Officer: Randall W. Luecke 	
Companies Applicable To: Eckerd Connects and all affiliated organizations			

I. OVERVIEW

When weather conditions require that a program close, employees may be compensated for lost time.

II. DEFINITIONS

None

III. POLICY

- A. In the event of inclement weather, the decision to close a program may be made by the local director and their supervisor in consultation with the Chief of Program Services or Chief of Community-Based Care. For the Support Center, the decision will be made by the President/CEO or his/her designee.
- B. In the event that roads to the program are closed due to inclement weather or weather conditions preclude attempting to get to work (e.g., hurricane, tornado watch, etc.), it is the employee's responsibility to call the program and communicate with the local director or designated person in charge to determine whether the facility is closed. If telephone communications to the facility is interrupted, employees shall call the Clearwater Support Center at 800-222-1473 or the emergency hotline at 800-231-0493 (toll free) to receive instructions.
- C. If the program is closed due to inclement weather, all full-time employees will be paid for such time off. Part-time employees will only be paid if normally scheduled to work that day and only for those hours which the employee would normally work.

1. Compensation paid under this policy shall not constitute hours actually worked for purposes of overtime calculation.
 2. If a facility is not closed, but an employee deems it unsafe to drive into the facility, such employee may, at his or her option, request available PTO or leave without pay for the time the inclement weather prevents the employee from attending work; however, the decision whether to approve such a request remains at the discretion of the employee's supervisor, in consultation with the Human Resources Department. If the request is not approved, the employee will be charged as absent without leave.
- D. Staff at residential programs may be required, during times of inclement weather, to remain at the program to cover shifts and ensure staff-to-client ratios are maintained.

IV. ATTACHMENTS/FORMS

None

V. REFERENCES

Overtime Pay (B4.10)

VI. ACCOUNTABILITY

The Benefits Department has accountability for policy administration. Any deviations from this policy shall be submitted to the Human Resources Department for final consideration. Please contact the Benefits Department if you have questions on the interpretation of this policy.