

 <p><b>ST. MARY'S Organizational Policy Manual</b></p>	<b>Policy # HR – 404</b>	
	<b><u>Title:</u></b>	<b>Cancer Screening Paid Time Off</b>
	<b><u>Replaces Policy:</u></b>	
	<b><u>Policy Originator:</u></b>	Executive Director of Human Resources
	<b><u>Concurrence:</u></b>	
<b>Human Resources Manual</b>	<b><u>Effective Date:</u></b>	<b>1/1/2022</b>
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	<b><u>Approval:</u></b>	<b>Administrative Executive Committee</b>
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## I. Policy Statement

This policy establishes the framework to provide St. Mary's Healthcare associates with paid time away from work for cancer screening examinations.

## II. Purpose

Because cancer screening tests can find cancers early, when they are most easily treated, St. Mary's Healthcare has developed the Cancer Screening Paid Time Off benefit to support the health and save the lives of St. Mary's associates by encouraging utilization of preventive cancer screening exams at any St. Mary's Healthcare Network location on the recommendation of the associate's healthcare provider.

## III. Procedure

### A. Eligibility:

The Cancer Screening Paid Time Off benefit is a separate bank of time available for the sole purpose of an associate obtaining preventative cancer screening exams each year at any St. Mary's Healthcare network location during work hours.

The Cancer Screening Paid Time Off benefit is available on January 1st each year to be used during the calendar year. This benefit time does not carry over.

Newly hired St. Mary's Healthcare associates are eligible for the Cancer Screening Paid Time Off benefit after 60 days of employment.

The Cancer Screening Paid Time Off benefit is established as a separate time off bank. Associates are allowed up to 8 hours per calendar year of Cancer Screening Paid Time Off, based on their standard FTE hours. Associates that are not benefit eligible, for example temporary associates, per diem associates, and associates in a position with less than a .5 FTE status, will be provided with up to 4 hours of Cancer Screening Paid Time Off. The Cancer Screening Paid Time Off benefit may be used for preventative cancer screenings at a St. Mary's Healthcare network location.

#### **B. Using the Cancer Screening Paid Time Off Benefit:**

- Associates must schedule their preventative screenings as recommended by their primary healthcare provider, at a St. Mary's Healthcare screening provider.
- Associates must receive prior approval for time off at least one week prior to the screening from their leader.
- This benefit may be used during the associates' regular work hours. Employees who undergo screenings outside of their regular work schedule, or at a healthcare provider other than St. Mary's Healthcare would do so using their Paid Time Off benefit time, if available. Such cases would not be covered under the St. Mary's Cancer Screening Paid Time Off benefit.
- Upon arrival at the St. Mary's Healthcare cancer screening appointment, the associate will be given a SMH Preventative Cancer Screening Benefit Card which is to be provided to the associate's leader. Details on the type of screening will not be required nor sought.
- Leaders will code the Cancer Screening Paid Time Off in Kronos using the PTO-CPIA code.
- The Associate's Cancer Screening Paid Time Off balance will be reduced by the amount of time that was needed for the screening, up to the balance of the associate's Cancer Screening Paid Time Off account. Any additional time off will be covered by any available Paid Time Off benefits, or will be unpaid.
- Cancer Screening Paid Time Off benefits do not carry over from year to year. Any time remaining in the Cancer Screening Paid Time Off bank will expire as of December 31<sup>st</sup> each year, and will be reestablished on January 1<sup>st</sup> based on the associate's FTE status.
- Cancer Screening Paid Time Off benefits are not transferrable.
- Cancer Screening Paid Time Off benefits have no cash value, cannot be converted to cash, and are not paid out upon separation of employment.

#### **IV. Related Policies**

HR-401 Paid Time Off

#### **V. Definitions**

Key Terms in this policy are listed below. To view the definitions for these terms, please refer to the Glossary of Key Terms.

Benefit Eligible Associate

Paid Time Off