



# Time Away From Work

Program B: For Senior Officers, Vice Presidents, Directors, Managers and Advanced Practice Clinicians



# Your Time Away From Work

We believe quality of life is important for our colleagues and that it is vital for our physical, mental and spiritual health to take scheduled time away from work. Taking care of ourselves by taking time off — whether to reconnect with people we care about, re-energize or recover — makes us better able to care for our patients and helps support our patient-safety initiatives.

The time away from work program includes paid time off (PTO), holidays, short-term disability and long-term disability. Your management level determines your specific PTO and disability benefits. You can locate your management level under “Job Details” in Workday. Based on your management level, you will participate in Program B.

- Program **B** | Management levels:
- Senior officer
  - Vice president
  - Director
  - Manager
  - Advanced practice clinicians<sup>1</sup>

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## Holidays

Holidays are separate from PTO and are pro-rated based on full-time equivalent (FTE) status. All colleagues in benefit-eligible roles will be eligible for six core holidays plus one floating holiday, as follows.

- NEWYEAR'S DAY
- MEMORIAL DAY
- INDEPENDENCE DAY
- LABOR DAY
- THANKSGIVING DAY
- CHRISTMAS DAY
- FLOATING DAY



<sup>1</sup> For advanced practice clinicians who do not receive holidays or time off as part of their employment agreement, these details do not apply.

## Paid Time Off

You will receive up to 27 days of drop-in time (front-loaded in hours) based on your FTE status. This will be pro-rated for colleagues who are new hires or newly eligible. This drop-in time can be used for vacation and personal days. Sick days are covered under your short-term disability program, as described in the section below. You are not eligible for PTO cash-out or donation. However, you can carry over up to 40 hours of unused PTO to the next plan year.

## Disability Coverage

Disability insurance pays a benefit for a period of time if you are unable to work because of a qualified injury or illness.

- **Short-term disability** is generally used when you are faced with a need for short-term care due to an illness or disability. Employer-paid, short-term disability provides up to six months of income protection. You receive 100 percent of your base pay.
- **Long-term disability** is generally used when you are faced with prolonged care due to an illness or disability that extends beyond your short-term disability coverage. Employer-paid, long-term disability is available up to the Social Security Normal Retirement Age. You receive 70 percent of your base pay, up to \$15,000 per month.

Note: State disability benefits may also apply, when applicable.

Short-Term Disability	
Elimination Period	Seven days (covered by salary continuation)
Benefit Duration	Up to six months
Income Replacement	100% of base pay

Long-Term Disability	
Elimination Period	Six months
Benefit Duration	Social Security Normal Retirement Age
Income Replacement	70% of base pay — up to \$15,000 per month



*The information provided in this summary is designed to assist you with understanding Trinity Health's absence program. It is only an overview and is not intended to be a comprehensive description of the benefit plans and programs available to you. It does not constitute a contract and is not meant to interpret, extend or change any plan or program provisions in any way. The summary plan descriptions and official plan and program documents describe the plans and programs in more detail, and you should refer to these documents for answers to your specific questions regarding the plans and programs, including what services are covered by a plan. If there is a discrepancy between printed materials, the official plan and program documents will prevail. Trinity Health retains the right to make changes to or terminate its benefit plans and programs at any time, including making changes to comply with and exercise its options under the Affordable Care Act and other applicable laws.*

*To view the summary plan descriptions and certificates of coverage, visit your benefits website. For any plan or program in which you participate, you also have the right to request a full printed copy of the summary plan description or certificate of coverage and other official plan or program documents. There will be no charge for the printed copies.*