



Trinity Health Human Resources Ministry-Wide Policy No. 1027

EFFECTIVE DATE: 9/1/22

POLICY TITLE:

*Elective and Other Leaves of Absence
(Non-FMLA and Non-Military)*

*To be reviewed every three years by:
Executive Leadership*

REVIEW BY: 7/1/25

PURPOSE

The purpose of this Policy is to allow Employees to balance the demands of providing excellent service in the workplace with personal life needs by permitting Employees to take a leave of absence under certain circumstances. This policy sets forth when Trinity Health Corporation and its Health Ministries and Subsidiaries (collectively referred to as “Trinity Health”) will permit their Employees to take time away from work for an elective leave of absence.

Trinity Health is committed to administering this Policy in accordance with its Mission, Core Values and commitment to Diversity, Equity and Inclusion.

POLICY

It is the Policy of the Employer to allow an Employee to take a leave of absence under certain circumstances when the leave does not qualify for protection under any federal, state or local law. The decision to approve or deny a request for an elective leave of absence under this Policy is based on the sole discretion of the Employer’s management, in conjunction with the applicable leave administrator.

The leave provided for in this Policy is in conjunction with and/or supplemental to any leave that may be required under applicable laws such as the Family and Medical Leave Act (“FMLA”), Americans with Disabilities Act Amendment Act (“ADAAA”) and the Uniformed Services Employment and Reemployment Rights Act (“USERRA”). An Employee may have similar or additional rights under state or local leave laws. Employees who have a need to request leave or who have questions regarding this Policy should contact the applicable leave administrator.

1. Eligibility

Subject to the length of service requirements set forth below, this Policy applies to all Employees of the Employer, unless specifically excluded by the terms of a collective bargaining agreement. In general, to be eligible for an elective leave, an Employee must have successfully completed any required introductory, orientation or probationary period and be in good standing (*i.e.*, not subject to any current discipline and/or not on a performance improvement plan or other form of corrective action). Requests for a Non-FMLA Medical Leaves for Employees and ADAAA qualifying leaves will be considered on a case-by-case basis regardless of length of service or disciplinary status.

2. Confidentiality

A request for leave by an Employee who has requested confidentiality as to the need for leave under this Policy is to be respected, kept confidential, and restricted to those with a business need to know. In other cases, confidentiality regarding an Employee's request for a leave under this Policy is to be observed by all managers and supervisors insofar as possible. In cases where Employees have communicated to co-workers their need for a leave, there should be no expectation of confidentiality.

3. Types of Elective Leave

The decision to approve or deny a request for leave under this Policy is based on the sole discretion of management, in conjunction with the applicable leave administrator. Subject to approval, an Employee may take an unpaid elective leave for the following reasons:

- a. Educational: To pursue an approved educational course of study that culminates in a degree, licensure, or certification beneficial to the organization. An Employee must be employed by the Employer for at least six (6) months before the Employee is eligible to take an educational leave of absence. Intermittent, part-time, or reduced schedule leaves of absence are not available for this type of leave.
- b. Public Service: To volunteer or work for a social or governmental agency or to provide public service that is designed to enhance the quality of living for the community served. An Employee must be employed by the Employer for at least six (6) months before the Employee is eligible to take a public service leave of absence. Intermittent, part-time, or reduced schedule leaves of absence are not available for this type of leave.
- c. Non FMLA Medical Leave for Employee: For an Employee's own "serious health condition" or "qualifying disabling condition." This type of leave must be medically necessary and substantiated by adequate documentation from a healthcare provider, as determined at the Employer's discretion. This type of leave is only available if the Employee is not eligible for leave under the FMLA or has exhausted all leave under the FMLA. No minimum length of service is required before an Employee is eligible to apply for a non-FMLA medical leave of absence. Intermittent, part-time, or reduced schedule leaves of absence are not generally available for this type of leave. However, requests for

an intermittent leave will be evaluated on a case-by-case basis in accordance with the ADAAA and associated provisions. For purposes of this section, a “serious health condition” has the meaning set forth in the FMLA and “qualifying disabling condition” has the meaning set forth in the ADAAA.

- d. Non-FMLA Care of Family Member Leave: To care for a family member with a “serious health condition.” The need to care for the family member must be medically necessary and substantiated by adequate documentation from a healthcare provider, as determined at the Employer’s discretion. This type of leave is only available if the Employee is not eligible for leave under the FMLA, has exhausted all leave under the FMLA or the family member with the serious health condition is not the Employee’s Spouse, parent, son or daughter, as those terms are defined under the FMLA. No minimum length of service is required before an Employee is eligible to apply for an elective leave for non-FMLA care for a family member. Intermittent, part-time, or reduced schedule leaves of absence are not available for this type of leave absence. For purposes of this section, a “serious health condition” has the meaning set forth in the FMLA.
- e. Non-FMLA Baby Bonding: For the birth of and to care for a newborn child or the placement of a child with the Employee for adoption or foster care. This type of leave is only available if the Employee is not eligible for leave under the FMLA or has exhausted all leave under the FMLA. No minimum length of service is required before an Employee is eligible to apply for an elective leave for non-FMLA baby bonding. Unless otherwise required by state law, intermittent, part-time, or reduced schedule leaves of absence are not available for this type of leave absence
- f. Personal: To attend to personal business that requires time away from work and is not for one of the leave reasons set forth above. An Employee must be employed by the Employer for at least six (6) months before the Employee is eligible to take a personal leave of absence. Intermittent, part-time, or reduced schedule leaves of absence are not available for this type of leave.

4. Other Leaves

The following are other leave types that are neither FMLA-protected, nor included as elective leave under this Policy. Rather, they are initiated by the Employer’s management and/or Human Resources under specific circumstances:

- a. Administrative: Initiated by management and/or Human Resources related to an event in the workplace, a fitness for duty concern, or short-term furlough. Duration of leave and income replacement to be determined by Human Resources and department leadership.
- b. Resident Administrative: Initiated by management and/or Human Resources related to an occasion when there is intent to transition an Employee who has completed a residency program and is not currently working for Employer or any Health Ministry or Subsidiary, to an employed physician with Employer or any Health Ministry or Subsidiary (“Employed

Physician”). Intent to transition to an Employed Physician will be documented by a signed employment agreement with a specified start date within six (6) months from the end of the residency program. Duration of leave to be determined by Human Resources and department leadership but leave will not extend beyond six (6) months from the end of the completed residency program. Resident Administrative leave of absence is an unpaid leave. The resident administrative leave does not supersede the terms of the physician employment agreement. If there is a conflict between the physician employment agreement and the terms of the resident administrative leave, the physician employment agreement controls. Resident administrative leave may be terminated at any time for failure to satisfy the terms of the physician employment agreement or any applicable leave of absence requirements.

- c. Provisional: Initiated by Human Resources related to an occasion when (i) an Employee’s position has been filled prior to the Employee’s return from an approved leave (beyond the initial approval period); (ii) when an Employee is no longer qualified for the Employee’s position employment position because of the Employee’s inability to attend certain work-related functions/classes as a result of leave and the Employee is in the process of fulfilling such qualifying conditions; or (iii) to provide an opportunity for an internal job search. Duration of leave and income replacement to be determined by Human Resources and department leadership but leave will not extend beyond four (4) weeks from the end of the approved leave period.

5. Requesting an Elective Leave

To request an elective leave of absence, an Employee must submit a written request to the Employee’s manager or supervisor and/or the applicable leave administrator at least 30 days in advance of the date the leave is scheduled to commence and follow the established department protocol for requesting time off. In circumstances where an Employee cannot provide thirty (30) days’ notice, the Employee must notify the Employee’s manager or supervisor and/or the applicable leave administrator of the need for leave as soon as practicable. A request for an elective leave of absence may be denied or delayed if appropriate notification is not provided.

In determining whether a request for an elective leave of absence will be approved, the Employer’s management, in conjunction with the applicable leave administrator, will consider the business needs of the department. When practicable, the Employee is responsible to ensure that a request for an elective leave of absence has been approved before incurring any absence from work associated with the request for leave. Employees who are absent from work without approval and/or without following appropriate departmental attendance policies may be subject to discipline, up to and including termination.

6. Pay During Elective Leave

An elective leave of absence is an unpaid leave. However, Employees are required to use available Employer-provided sources of pay while on an elective leave of absence in accordance with the following chart:

Type of Pay Continuation (Non-Workers' Compensation Leave)	Type of Elective Leave	
	Personal Leave, Educational Leave, Public Service Leave, and Non-FMLA Care of a Family Member Leave	Non-FMLA Medical Leave for Employee
(1) Sick bank pay from current or prior (grandfathered) plans - if applicable	No	Yes
(2) Short Term Disability ("STD") or Salary Continuation	No	Yes
(3) Paid Time Off ("PTO")	Yes	Yes

Employees who are not eligible for salary continuation must use all but 40 available PTO hours for incidental sick days. An incidental sick day for a non-exempt Employee is the portion of a scheduled work day during which an Employee does not work because of the Employee's own incidental short-term illness or injury (i.e., an illness or injury that lasts seven (7) calendar days or less). An incidental sick day for an exempt Employee is a scheduled work day during which an Employee does not work any portion because of the Employee's own incidental short-term illness or injury. In addition, Employees who are eligible for STD benefits from the Employer and who are not eligible for salary continuation must use all but 40 hours of their PTO, if any, to satisfy the waiting period (also known as the "elimination period") before the commencement of their disability benefit payments.

Employees who are eligible for salary continuation receive salary continuation for their own incidental short-term illnesses or injuries (i.e., illnesses or injuries that last seven (7) calendar days or less), including during the elimination period for STD benefits from the Employer, if applicable. Salary continuation may be used only for an Employee's own incidental short-term illnesses or injuries and may not be used for any other reason, including to care for an Employee's family member's illness or injury or for the Employee's own illness or injury that results in a leave of absence that extends beyond seven (7) calendar days. If an Employee who is eligible for salary continuation is also eligible for STD benefits from the Employer, a leave of absence for such an Employee's illnesses or injuries lasting more than seven (7) calendar days must be reported to the STD third party administrator for medical management and will be reviewed to determine if the Employee qualifies for STD benefits under the applicable STD plan. If the Employee is not eligible for STD benefits from the Employer or if STD benefits for an Employee's illness or injury are denied, salary continuation is not available for a leave of absence for the Employee's illness or injury lasting more than seven (7) calendar days and all but 40 available PTO hours must be used during such leave of absence.

An Employee may elect to use PTO hours to supplement the STD benefits the Employee receives under the Employer's STD plan, if any. In addition, an Employee may elect to use hours in the Employee's sick bank or long term sick bank, if applicable, to supplement the STD benefits the Employee receives under the Employer's STD plan, if any. However, any PTO hours used to supplement the STD benefits must result in the Employee receiving 100% of the Employee's base weekly wage unless that amount of PTO hours is not available. If the Employee does not have enough PTO hours available to supplement the Employee's STD so that the Employee receives 100% of the Employee's base weekly wage, the Employee must use all of the Employee's available PTO hours to supplement STD benefits or cannot use any of the Employee's available PTO hours to supplement STD benefits. In no event may the combination of STD and PTO, sick bank and/or long term sick bank hours exceed 100% of the Employee's base weekly wage based on the Employee's FTE status and regular base hourly rate of pay. The STD plan documents set forth the provisions regarding STD benefits and govern in the event of any conflict between this Policy and the STD plan documents.

An Employee may not elect to use PTO hours to supplement long-term disability benefits.

7. Coordination of PTO with Elective Leaves of Absence

An Employee on an elective leave of absence must use all but 40 available PTO hours as income replacement during an elective leave of absence for any reason. In other words, an Employee on an approved, elective leave of absence may elect to retain up to 40 hours in the Employee's PTO bank.¹ Please see Trinity Health Human Resources Ministry-Wide Policy No. 1019 (Paid Time Off (PTO) – Program A) or Trinity Health Human Resources Ministry-Wide Policy No. 1020 (Paid Time Off (PTO) – Programs B and C, System Office Directors, and System Office Vice Presidents) as applicable, for additional information regarding the use of PTO.

PTO accrual, if any, during an elective leave of absence will be pursuant to Trinity Health Human Resources Ministry-Wide Policy No. 1019 (Paid Time Off (PTO) – Program A) or Trinity Health Human Resources Ministry-Wide Policy No. 1020 (Paid Time Off (PTO) – Programs B and C, System Office Directors, and System Office Vice Presidents) as applicable.

If the Employer has not adopted Trinity Health Human Resources Ministry-Wide Policy No. 1019 (Paid Time Off (PTO) – Program A) or Trinity Health Human Resources Ministry-Wide Policy No. 1020 (Paid Time Off (PTO) – Programs B and C, System Office Directors, and System Office Vice Presidents) as applicable, please see the Employer's applicable PTO policy to determine how PTO coordinates with and accrues during leaves of absence.

¹ Unless otherwise required by law or a collective bargaining agreement.

8. Coordination of Holiday Benefit with Elective Leaves of Absence

When a recognized holiday occurs while an Employee is using PTO during a leave of absence due to vacation, during the elimination period for short term disability benefits for a self-health condition, for a self-health condition where no short term disability benefits are payable, due to a family member's health condition, for baby bonding or elective leave, the Employee will receive a holiday benefit instead of using PTO hours for that day. However, if the Employee is less than a 1.0 FTE, the Employee may elect to supplement the holiday benefit received with PTO.

If a recognized holiday occurs while an Employee is on a leave of absence due to a self-health condition and is receiving short term disability benefits (even if the Employee is supplementing the short term disability benefits with PTO), salary continuation, long-term disability benefits, state paid disability benefits, state paid family leave benefits (self-health or family-health condition) or workers' compensation, the Employee will not receive a holiday benefit. In addition, no holiday benefit is paid to an Employee during any unpaid leave of absence (e.g., during an elective leave when an Employee is not using PTO or receiving STD or salary continuation benefits from the Employer).

Please see Human Resources Ministry-Wide Policy No. 1016 (Holiday Benefit) for additional information. If the Employer has not adopted Human Resources Ministry-Wide Policy No. 1016 (Holiday Benefit), please see the Employer's applicable holiday benefit policy to determine how holiday benefits coordinate with and accrue during leaves of absence.

9. Coordination of Pay Increases and Bonuses with Elective Leaves of Absence

An Employee is entitled to any unconditional pay increases which may have occurred during an elective leave period, such as cost of living increases. In addition, an Employee may be entitled to any pay increases that are conditioned upon seniority, length of service, or work performed which may have occurred during an elective leave period based on the Employer's applicable policy. An Employee will also generally receive any bonuses or other payments that were distributed during the Employee's elective leave period. However, if a bonus or other payment is based on the achievement of a specified goal such as hours worked, products sold or perfect attendance, and the Employee has not met the goal due to an elective leave, then the bonus or payment may not be granted to the Employee based on the Employer's applicable policy.

10. Coordination of Health and Welfare Benefits with Elective Leaves of Absence

The Employer maintains health and welfare benefits that are entirely paid for by the Employer during an Employee's elective leave of absence, subject to any limitations in an applicable insurance policy (e.g., a limitation on the length of time an Employee who is not actively at work may be covered). In addition, subject to the terms of the applicable plan documents and any applicable state or local leave laws, the Employer maintains health and welfare benefits that are paid for, in whole or in part, by Employees (e.g., medical, dental, vision and supplemental life insurance benefits) during an Employee's elective leave of absence without the Employee paying the Employee premium contributions during any period that the Employee is not receiving any pay from the Employer while on the elective leave, subject to the Employee's obligation and

agreement to reimburse the Employer for all unpaid health and welfare benefit plan premium contributions when the Employee: (i) returns to work with the Employer following the approved elective leave period; or (ii) fails to return to work following the approved elective leave period and thereby terminates the Employee's employment with the Employer.

Employees who do not return to work from elective leave can continue their group health plan coverage under COBRA to the extent required by COBRA and the applicable plan documents. Employees should review the applicable plan documents and contact the applicable leave administrator with any questions regarding the continuation of health and welfare benefit plan coverage during and after an elective leave period.

If the Employer provides a new health or welfare benefit or changes its health and welfare benefits while an Employee is on leave, the Employee is entitled to the new or changed benefit(s) to the same extent as if the Employee were not on leave, subject to the terms of the applicable plan documents and the Employee's compliance with applicable contribution and enrollment requirements. This also means that if premiums are raised or lowered, the Employee will be required to pay the new premium rates.

11. Coordination of Plan Loans and Garnishments with FMLA Leaves of Absence

Employees with outstanding loans under a Trinity Health or another Employer's Internal Revenue Code Section 403(b) or 401(k) plan must make arrangements to pay any loan repayments that become due during an unpaid elective leave. Employees who fail to do so risk defaulting on their plan loan. Employees should contact the retirement plan administrator regarding plan loans, how to repay a plan loan during an unpaid leave of absence and the consequences of defaulting on a plan loan.

Any outstanding garnishments (child support, tax levies, etc.) will not be paid to the creditor while an Employee is on unpaid elective leave. If the garnishment has not expired during the unpaid elective leave period, it will resume upon the Employee's return to work.

12. Length of Elective Leave

Elective leave may be granted for up to 12 weeks, or such longer period required by applicable law, subject to the business needs of the Employer. The initial approved elective leave period will not exceed 12 weeks unless otherwise appropriate under the ADAAA. If approved by the Employer's management, in conjunction with the applicable leave administrator:

- a. An Employee's elective leave for an Employee's own "serious health condition" or "qualifying disabling condition" (i.e., Non-FMLA Medical Leave for Employee) or to care for a family member with a "serious health condition" (i.e., Non-FMLA Care of a Family Member Leave) may be extended for up to a total of 26 weeks. Non-FMLA Medical Leave for Employees and ADAAA qualifying leaves will be considered on a case-by-case basis.
- b. An Employee's Personal Leave or Public Service Leave may be extended up to a total of 26 weeks.

- c. An Employee's Educational Leave may be extended up to a total of 52 weeks.

Employees who return from elective leave will be reinstated to their former positions or to positions with equivalent pay, benefits, and other employment terms and conditions provided their elective leave does not extend beyond the approved initial elective leave period. There are no guarantees that an Employee who remains on an elective leave beyond the initial approval period set forth above will be reinstated to the same or equivalent position at the conclusion of the elective leave.

13. Return from Leave

An Employee on an elective leave of absence must notify the Employee's manager or supervisor and the applicable leave administrator regarding any proposed changes in the Employee's return to work status. At a minimum, an Employee must contact the Employee's manager or supervisor and/or the applicable leave administrator a minimum of seven (7) days prior to the approved return to work date to make arrangements related to the Employee's return to work.

Except as set forth below, Employees who return from an elective leave by the end of the initial approval period will be reinstated to their former positions or to positions with equivalent pay, benefits, and other employment terms and conditions. If Employees are no longer qualified for their former positions because of their inability to attend certain work-related functions or classes as a result of leave, the Employer will provide a reasonable opportunity (up to four (4) weeks) to fulfill those conditions upon their return to work and will be placed on a Provisional leave for a maximum of four (4) weeks to fulfill those conditions. Additionally, Employees whose prior positions are no longer available upon their release to return to work will be provided a reasonable opportunity (up to four (4) weeks) to conduct an internal job search and will be placed on a Provisional leave for a maximum of four (4) weeks to conduct an internal job search.

Subject to the terms of the applicable plan and policy documents and any applicable state or local leave laws, the Employer maintains an Employee's health and welfare plan benefits, including health and welfare benefits that are paid for, in whole or in part, by Employees (e.g., medical, dental, vision and supplemental life insurance benefits), during the Employee's Provisional leave without the Employee paying the Employee premium contributions during any period that the Employee is not receiving any pay from the Employer during the leave, subject to the Employee's obligation and agreement to reimburse the Employer for all unpaid health and welfare benefit plan premium contributions when the Employee: (i) returns to work with the Employer following the leave period; or (ii) fails to return to work following the leave period and thereby terminates the Employee's employment with the Employer. However, an Employee must use any remaining PTO in the Employee's PTO bank during a Provisional leave and cannot retain any such PTO for future use. If an Employee does not fulfill the conditions required to qualify the Employee for the Employee's former positions or obtain another position during the four (4) week Provisional leave period, the Employee's employment with the Employer will be terminated.

Employees who are medically unable to return to work upon exhaustion of elective leave or are unable to perform an essential function(s) of their prior position with or without reasonable accommodation(s) will be evaluated for extended leave as an accommodation in compliance with the ADAAA.

Certain “key” Employees, as defined by FMLA, who are among the highest paid Employees at the Employer, might not be reinstated to any position following an elective leave. “Key” Employees will be notified of their status in writing when they apply for elective leave and will receive notice at that time of the potential consequences with respect to reinstatement and maintenance of benefits if they are not reinstated. The Employer will notify “key” Employees in writing of the reasons for denying reinstatement when such decision is made. The Employer will make a final determination whether to reinstate “key” Employees if they request job restoration; such Employees will be notified in writing of the Employer’s final determination.

If an Employee’s original worksite closes during the Employee’s elective leave, the Employee will have same rights as Employees who did not take elective leave. In addition, being on an elective leave does not protect an Employee who otherwise would have been impacted by reduction in work force or reassignment. An Employee returning from an approved leave of absence whose job has been eliminated due to reorganization or downsizing may be entitled to severance benefits as outlined in the Trinity Health Corporation Severance Pay Plan, the Employer’s severance pay plan or policy applicable to the Employee, the Employee’s employment agreement or contract, or a collective bargaining agreement applicable to the Employee, as applicable.

With the exception of an intermittent or a reduced leave schedule the Employee’s own “serious health condition” or “qualifying disabling condition” (i.e., Non-FMLA Medical Leave for Employee), an Employee who wishes to return to work at the conclusion of a Non-FMLA Medical Leave for Employee due to the Employee’s own “serious health condition” or “qualifying disabling condition” must first provide a “Fitness-for-Duty Certification” form (also called a “Return to Work Release” form) to the applicable leave administrator, which must be completed by the Employee’s healthcare provider, at least three (3) days before the anticipated return to work date. Restoration to employment may be denied or delayed until the Employee submits a sufficient Return to Work Release form. In the event the Return to Work Release form contains restrictions or light duty recommendations, consideration regarding return to work will be assessed on a case-by-case basis by the applicable leave administrator, in conjunction with the Employer’s management, and in compliance with the ADAAA.

An Employee may be considered to have voluntarily resigned from the Employee’s position with the Employer if the Employee:

- a. Fails to return to work after the expiration of any approved elective leave; or
- b. With respect to a Non-FMLA Medical Leave for Employee, fails to return to work after being released to work by the Employee’s health care provider; or
- c. With respect to a Non-FMLA Medical Leave for Employee, fails to notify the Employer in a reasonable timeframe that the Employee has been released to return to work by health care provider.

14. Misuse of Leave or Fraud

Employees who are on an approved leave of absence may not engage in self-employment or perform work for any other employer during that leave, except when the leave is for the Employee's military service or public service or the Employee's outside employment does not contradict the stated reason for leave.

An Employee, who misuses elective leave, uses elective leave for unintended and/or unapproved purposes, or who engages in fraudulent use of elective leave will be subject to disciplinary action up to and including termination.

15. Coordination with the Employer FMLA Non-Military Leave Policy, FMLA Military Leave Policy and Active Military Service Leave Policy

An Employee may be eligible for leave under Trinity Health Human Resources Ministry-Wide Policy No. 1024 (FMLA for Non-Military Leave), Trinity Health Human Resources Ministry-Wide Policy No. 1025 (FMLA for Qualifying Military Exigency and Care for Covered Servicemember Leave) or Trinity Health Human Resources Ministry-Wide Policy No. 1026 (Military Service Leave). If an Employee is eligible for leave under the Trinity Health Human Resources Ministry-Wide Policy No. 1024 (FMLA for Non-Military Leave), Trinity Health Human Resources Ministry-Wide Policy No. 1025 (FMLA for Qualifying Military Exigency and Care for Covered Servicemember Leave) or Trinity Health Human Resources Ministry-Wide Policy No. 1026 (Military Service Leave), this Policy will not apply.

SCOPE/APPLICABILITY

This Policy is intended to be a system-wide policy that applies to all Employees of Trinity Health and the Health Ministries and the Subsidiaries that have adopted this Policy as set forth in Appendix A hereto, subject to any modifications necessary to comply with applicable state and local laws and regulations, as set forth in Appendix B hereto, collective bargaining agreements, written employment agreements, accreditation requirements or otherwise and that are approved by the Trinity Health EVP, Chief Human Resources Officer or an appropriate designee, in consultation with the Trinity Health Legal Department as necessary. For purposes of this Policy, the Trinity Health Vice President, Total Rewards Benefits & Well-Being is an authorized designee to approve such modifications.

This Policy replaces and supersedes existing Policies or Procedures of the Employer regarding any Elective Leave Benefit.

PROCEDURES

The Trinity Health Human Resources Department is responsible for establishing, implementing and enforcing Procedures, Standards or Guidelines to be followed by Trinity Health and its Health Ministries in the implementation and application of this Policy.

DEFINITIONS

Employee means an employee of Trinity Health or one of its Health Ministries or Subsidiaries, whether that individual's status is permanent or temporary, or part- or full-time. Trinity Health often uses the term "colleague" to refer to its Employees. In HR policies, "Employee" is used instead of "colleague" to be clear that HR policies apply to individuals in an employment relationship with Trinity Health.

Employer means Trinity Health and each of its Health Ministries and Subsidiaries that have adopted this Policy as set forth in Appendix A. If the effective date of this Policy for an Employer is different than the effective date of this Policy, the effective date for the Employer will be listed in Appendix A.

Executive Leadership Team ("ELT") means the group that is composed of the highest level of management at Trinity Health.

Health Ministry means a first tier (direct) Subsidiary, affiliate, or operating division of Trinity Health that maintains a governing body that has day-to-day management oversight of a designated portion of Trinity Health System operations. A Health Ministry may be based on a geographic market or dedication to a service line or business. Ministries include Mission Health Ministries, National Health Ministries, and Regional Health Ministries.

Policy means a statement of high-level direction on matters of strategic importance to Trinity Health, a Health Ministry and/or a Subsidiary or a statement that further interprets Trinity Health's, a Health Ministry's and/or a Subsidiary's governing documents.

Primary Employer means the entity for which the Employee provides more than 50% of services and is the payroll company of record.

Procedure means a document designed to implement a Policy or a description of specific required actions or processes.

Residency Program means a program that Trinity Health participates in to provide graduate medical education ("GME") training.

Spouse means a husband or wife. For purposes of this definition, "husband or wife" refers to the other person with whom an individual entered into marriage as defined or recognized under State law for purposes of marriage in the State in which the marriage was entered into or, in the case of a marriage entered into outside of any State, if the marriage is valid in the place where entered into and could have been entered into in at least one State. This definition includes an individual in a same-sex or common law marriage that either:

- Was entered into in a State that recognizes such marriages; or
- If entered into outside of any State, is valid in the place where entered into and could have been entered into in at least one State.

Standards or Guidelines mean additional guidance which assists an Employee in understanding the Employer's rule, policies and/or procedures, including those developed by accreditation or professional organizations.

Subsidiary means a legal entity in which Trinity Health or a Health Ministry is the sole corporate member or sole shareholder.

RESPONSIBLE DEPARTMENT

Further guidance concerning this Policy may be obtained from the Trinity Health Human Resources Department.

RELATED POLICIES, PROCEDURES AND OTHER MATERIALS

List and hyperlink:

- Trinity Health Human Resources Ministry-Wide Policy No. 1016 (Holiday Benefit)
- Trinity Health Human Resources Ministry-Wide Policy No. 1019 (Paid Time Off (PTO) – Program A)
- Trinity Health Human Resources Ministry-Wide Procedure No. 1019 (Paid Time Off (PTO) – Program A)
- Trinity Health Human Resources Ministry-Wide Policy No. 1020 (Paid Time Off (PTO) – Programs B and C, System Office Directors, and System Office Vice Presidents)
- Trinity Health Human Resources Ministry-Wide Policy No. 1024 (FMLA for Non-Military Leave)
- Trinity Health Human Resources Ministry-Wide Policy No. 1025 (FMLA for Qualifying Military Exigency and Care for Covered Servicemember Leave)
- Trinity Health Human Resources Ministry-Wide Policy No. 1026 (Military Service Leave)

APPROVALS

Initial Approval: September 1, 2022

Subsequent Review/Revision(s): April 1, 2023

Initial Approval as Mirror Policy No. 7: March 26, 2020, effective April 1, 2020

Subsequent Review/Revision(s) to Mirror Policy No. 7: None

APPENDIX A EMPLOYERS

State	Health Ministry or Subsidiary	Effective Date
California	Saint Agnes Medical Center	9/1/22*
Connecticut	Trinity Health Of New England (Hartford, Stafford, Waterbury)	9/1/22*
Delaware	Trinity Health Mid-Atlantic (Saint Francis)	9/1/22*
Florida	Holy Cross Health	9/1/22*
Georgia	St. Mary's Health Care System	9/1/22*
Georgia	Mercy Care (St. Joseph's Health System)	9/1/22*
Idaho	Saint Alphonsus Regional Medical Center (Boise, Nampa)	9/1/22*
Illinois	Loyola Medicine (LUMC, Gottlieb, MacNeal)	9/1/22*
Indiana	Saint Joseph Health System	9/1/22*
Indiana, Utah	Sisters of the Holy Cross and Holy Cross Ministries	9/1/22*
Iowa	MercyOne Clinton Medical Center	9/1/22*
Iowa	MercyOne Dubuque Medical Center	9/1/22*
Iowa	MercyOne North Iowa Medical Center	9/1/22*
Iowa, Nebraska, South Dakota	MercyOne Siouland Medical Center (Sioux City, Primgar, Oakland, Dunes)	9/1/22*
Iowa	MercyOne Northeast Iowa (Cedar Falls, Waterloo, Oelwein)	9/1/22*
Iowa	MercyOne Central Iowa	6/25/23
Maryland	Academy of the Holy Cross	9/1/22*
Maryland	Holy Cross Health	9/1/22*
Massachusetts	Trinity Health Of New England (Springfield / Mercy Medical Center)	9/1/22*
Michigan	Trinity Health Michigan (Trinity Health Ann Arbor, Trinity Health Livingston, Trinity Health Oakland, Trinity Health Livonia, Trinity Health Grand Rapids, Trinity Health Muskegon, Trinity Health Shelby, Chelsea Hospital, Trinity Health Medical Group, Trinity Health IHA Medical Group, Trinity Health Senior Communities, Canton medical center, Reichert medical center, Schoolcraft medical center, Lakes Village medical center, Norton Shores medical center, North Muskegon medical center, Hudsonville medical center, Ludington medical center, Rockford medical center, Byron Center medical center, Sherman Pavilion medical center, Hackley medical center, Grand Rapids medical center, Wege medical center, Caledonia medical center, East Beltline medical center, Grandville medical center, Whitehall medical center)	9/1/22*
New York	St. Joseph's Health	9/1/22*
New York	St. Peter's Health Partners	9/1/22*
Ohio	Mount Carmel Health System	9/1/22*
Ohio	Diley Ridge Medical Center	9/1/22*
Oregon	Saint Alphonsus Regional Medical Center (Baker City, Ontario)	9/1/22*
Pennsylvania	Trinity Health Mid-Atlantic (Mercy Catholic, Fitzgerald, Nazareth)	9/1/22*
Pennsylvania	Trinity Health Mid-Atlantic (St. Mary Medical Center & Rehabilitation Hospital)	9/1/22*
Pennsylvania	Pittsburgh Mercy Health	9/1/22*
Various Locations	Trinity Health Senior Communities (THSC)	9/1/22*
Various Locations	Trinity Health at Home (THAH)	9/1/22*
Various Locations	Trinity Health PACE	9/1/22*
Various Locations	Trinity Health System Office	9/1/22*

*Indicates Health Ministry or subsidiary was participating employer in plan prior to the September 1, 2022, policy revision date.

APPENDIX B
Elective and Other Leaves of Absence Benefit
State/Local Law Requirements

State	State/Local Law Requirement(s)	Links
Alabama	Not-Applicable	
Alaska	Not-Applicable	
Arizona	Not-Applicable	
Arkansas	Not-Applicable	
California	Not-Applicable	
Colorado	Not-Applicable	
Connecticut	Not-Applicable	
Delaware	Not-Applicable	
Florida	Not-Applicable	
Georgia	Not-Applicable	
Hawaii	Not-Applicable	
Idaho	Not-Applicable	
Illinois	Not-Applicable	
Indiana	Not-Applicable	
Iowa	Not-Applicable	
Kansas	Not-Applicable	
Kentucky	Not-Applicable	
Louisiana	Not-Applicable	
Maine	Not-Applicable	
Maryland	Not-Applicable	
Massachusetts	Not-Applicable	
Michigan	Not-Applicable	
Minnesota	Not-Applicable	
Mississippi	Not-Applicable	
Missouri	Not-Applicable	
Montana	Not-Applicable	
Nebraska	Not-Applicable	
Nevada	Not-Applicable	
New Hampshire	Not-Applicable	
New Jersey	Not-Applicable	
New Mexico	Not-Applicable	
New York	Not-Applicable	
North Carolina	Not-Applicable	
North Dakota	Not-Applicable	
Ohio	Not-Applicable	
Oklahoma	Not-Applicable	
Oregon	Not-Applicable	
Pennsylvania	Not-Applicable	
Rhode Island	Not-Applicable	
South Carolina	Not-Applicable	
South Dakota	Not-Applicable	
Tennessee	Not-Applicable	
Texas	Not-Applicable	

Utah	Not-Applicable	
Vermont	Not-Applicable	
Virginia	Not-Applicable	
Washington	Not-Applicable	
West Virginia	Not-Applicable	
Wisconsin	Not-Applicable	
Wyoming	Not-Applicable	