LEAVE OF ABSENCE

1.0 GENERAL

1.1 The purpose of this policy is to establish guidelines governing leaves of absence (LOA) and to ensure that LOAs are granted and administered in accordance with federal/state laws and for bona fide reasons. It is Hoag’s policy to grant LOAs to all eligible employees on a non-discriminatory basis and with the appropriate administrative and departmental approvals. Any employee off work (other than prior scheduled PTO) for more than seven (7) consecutive days must request a LOA. No LOA will be granted during the initial new-hire probationary period unless required by law. In general, the maximum allowable leave period for any single leave, or combination thereof, is six (6) months in any twelve (12)-month period unless a longer leave is required by law. Wherever statutory or other leave provisions overlap, they will run concurrently to the fullest extent permitted. Hoag will further comply with its legal obligations to reasonably accommodate eligible employees.

1.2 To initiate an LOA, the employee will need to satisfy notification requirements outlined in this policy and contact CIGNA Leave Solutions. The employee is required to complete the necessary forms and submit them to CIGNA Leave Solutions within the specified time frame. Failure to submit the required forms could delay an LOA being processed and/or granted.

1.3 Medical Recertification - In certain circumstances, including (but not limited to) situations in which the need or nature of the approved leave changes, Hoag may require recertification of an employee’s serious health condition as permitted by law. In these situations, an employee will receive written notification of the need to recertify and will be provided the appropriate recertification forms for completion by their healthcare provider. If an employee fails to provide timely recertification paperwork, an employee’s leave request may be denied or if the employee is on leaves, the leave may be discontinued.

1.4 Employees may not accept other employment, apply for unemployment insurance or engage in any other activities while on a leave of absence which are inconsistent with the stated purpose/reasons for the leave, unless approved in advance by Human Resources. In addition, misrepresentation of facts concerning the need for a leave will be considered a violation of Hoag’s policy. Engaging in the above-described conduct may result in disciplinary action, up to and including termination of the leave and/or employment.

1.5 LOAs are generally provided on an unpaid basis. In general, employees may be required to use all applicable PTO towards the leave. Employees are also encouraged to contact CIGNA Leave Solutions regarding the availability of other paid benefit programs, including State Disability Insurance (SDI) and Paid Family Leave (PFL) benefits through the State of California. In addition, full-time and scheduled part-time employees may be eligible for Hoag’s Long-Term Disability (LTD) plan. All such benefits will be fully integrated with PTO in accordance with this Policy.

1.6 If an employee is on leave on his/her annual performance evaluation date, the evaluation will be provided upon his/her return to work based on Hoag’s policy.
HOAG MEMORIAL HOSPITAL PRESBYTERIAN

Human Resources

DEPARTMENTAL POLICY

Title/Subject:

LEAVE OF ABSENCE

1.7 An employee who does not return to work on the next day following expiration of the leave (or any extension thereof) may be considered to have voluntarily terminated his/her employment. Extensions to a leave must be requested and approved prior to expiration of the preceding leave period.

1.8 An employee returning to work after a medically-related leave must provide the Hoag Benefits Center with a Return To Work Release form from his/her health care provider releasing the employee back to work and any work restrictions relating thereto. Employees must contact their supervisor at least four (4) work days prior to returning to work to make proper arrangements for their return.

2.0 FAMILY AND MEDICAL LEAVE

2.1 Eligibility

Hoag grants leaves of absence in accordance with the Family and Medical Leave Act (FMLA) and the California Family Rights Act (collectively, FMLA/CFRA). To be eligible for a FMLA/CFRA leave, the employee must have been employed by Hoag for at least 12 months and worked at least 1,250 hours during the 12-month period immediately preceding the leave start date (i.e., a rolling 12-month period), and works at a location where Hoag employs at least 50 employees within 75 miles. If the employee does not satisfy the eligibility requirements or has exhausted his/her FMLA/CFRA entitlement, but is in need of a leave of absence, he/she may apply for a Medical Leave (Non-FMLA) or Personal Leave, as set forth below.

2.2 Available Leaves

2.2.1 The FMLA/CFRA makes available to eligible employees the following types of leaves:

Child-Bonding Leave: An eligible employee may take up to twelve (12) workweeks of leave in a “rolling” 12-month period for the birth and care of a newborn child, or for the placement of a child with the employee for adoption or foster care.

Care for Family Member Leave: An eligible employee may take up to twelve (12) workweeks in a “rolling” 12-month period to care for an immediate family member (spouse, child, or parent) with a serious health condition (as defined by law). A domestic partner registered under applicable California law is treated as a spouse under this policy.

Employee Medical Leave: An eligible employee may take up to twelve (12) workweeks of leave in a “rolling” 12-month period if the employee is unable to work because of his/her own serious health condition (as defined by law).

2.2.2 The following military leaves are also available under the FMLA:

FMLA Military Caregiver Leave (Covered Service Member Leave): An eligible employee may take up to 25 weeks of leave in a single 12 month period to care for a “covered service member” (as defined by law). Employees are eligible for this leave if they are the spouse, son/daughter (of any age), parent, or “next of kin” of a “covered service member.” For purposes of this leave, the single 12-month period begins on the first day an eligible employee takes Military Caregiver Leave and ends 12 months after that date. The leave entitlement described in this paragraph applies on a per-covered service member, per-
injury basis. However, no more than 26 weeks of leave may be taken within a single 12-month period by any covered employee. Even in circumstances where an employee takes other leave covered by the FMLA/CFRA, the combined leave shall not exceed 26 weeks during that 12-month period.

FMLA Qualifying Exigency Leave: An eligible employee may take up to twelve (12) workweeks of leave in a “rolling” 12-month period for any “qualifying exigency” (as defined by law) arising out of the fact that the employee’s spouse, son/daughter (of any age), or parent (defined as a covered military member) is on active duty or has been notified of an impending call or order to active duty in the National Guard or Reserves or is a retired member of the Armed Forces or Reserves and has been notified of an impending call or order to active duty in support of a contingency operation. Employees should consult with Human Resources for additional details on what constitutes a “qualifying exigency”.

2.2.3 A husband and wife, when both are eligible for child bonding FMLA/CFRA leave and both work at Hoag, are eligible for either a combined 12 weeks of unpaid leave as discussed above or a combined 26 weeks of unpaid leave as discussed in the Military Caregiver Leave section.

2.2.4 An employee may also be eligible for an intermittent or reduced schedule leave if medically ordered by the employee’s health care provider and approved by CIGNA Leave Solutions. Employees taking intermittent/reduced schedule leave must follow Hoag’s standard call-in procedures and should identify the absence as being covered under the intermittent leave granted by Hoag. Intermittent FMLA to their supervisor, absent unusual circumstances. Intermittent FMLA will be entered into the TACS system using the tracking codes of Paid Time Leave (PTL) and Unpaid Leave (UPL).

2.3 Notice and Certification

2.3.1 Notice. Employees requesting an FMLA/CFRA leave must provide at least 30-days’ advance notice when the need for the leave is foreseeable (e.g., birth or placement, planned medical care, leave due to active duty of immediate family member). If circumstances prevent providing 30 days’ advance notice, then the employee must provide as much notice as possible. If an employee fails to give the required notice for foreseeable leave with no reasonable justification, the employee may be denied the taking of the leave until the employee provides adequate notice of need for the leave. In addition, employees should make every reasonable effort to schedule medical treatments so as not to disrupt the ongoing operations of the department.

2.3.2 Initiating a Leave and Additional Information. All employees are required to request a leave with CIGNA Leave Solutions and supply requested information related to their leave. Depending on the nature of the leave, additional information or forms may be required before a leave is approved. Any required forms or certifications will be supplied by CIGNA Leave Solutions.

(a) Medical Certification. For medically-related leaves, employees must provide a Certification of Healthcare Provider form, certifying the need for the leave. If the employee fails to provide timely certification after being required to do so, the employee may be denied the taking of the leave under FMLA/CFRA. If the certification form is incomplete or insufficient, an employee will be given written
notification of the information needed and will have five (5) days after receiving such written notice to provide the necessary information. If there is reason to doubt the validity of the medical certification, a second opinion, at the expense of Hoag, related to the health condition may be required. If the original certification and the second opinion differ, a third opinion, at the expense of Hoag, may be required. The opinion of the third health care provider, which Hoag and the employee jointly select, will be the final and binding decision. In addition, in certain circumstances, including (but not limited to) situations in which the need or nature of the approved leave changes, Hoag may require recertification of an employee’s serious health condition. Hoag may also request recertification every year in which FLMA/CFRA leave is taken for any serious health condition that lasts longer than one (1) year. In these situations, an employee will have fifteen (15) days in which to provide a completed recertification form.

(b) Verification of Family Relationship. If requested, reasonable documentation of family relationship verifying the legitimacy of a FMLA/CFRA leave.

(c) Certification of Qualifying Exigency. For a Qualifying Exigency Leave, a leave request must be supported by the Certification of Qualifying Exigency for Military Family Leave form as well as appropriate documentation, including the covered military member’s active duty orders.

(d) Certification for Serious Injury or Illness of Covered Service Member. For a Military Caregiver Leave, a leave request must be supported by the Certification for Serious Injury or Illness of Covered Service Member Form, as well as any necessary supporting documentation.

2.4 Benefits During Leave

FMLA/CFRA leaves are provided on an unpaid basis, however, an employee must generally use all accrued Paid Time Off (PTO) towards the leave.

2.4.1 Employees are required to use accrued PTO at the rate of a regular work schedule (or a portion thereof if an employee has accrued less than the required hours) during any applicable waiting periods for SDI or PFL. Thereafter, full-time employees are required to use at least 36 hours of PTO (for SPT/PT employees, 18 hours) per pay period and such PTO will be integrated with any state-provided benefits (e.g., SDI and PFL benefits) to ensure employees receive their full pay during the leave.

2.4.2 If the employee is not eligible for SDI or PFL (or if SDI or PFL is exhausted before expiration of the leave), all accrued PTO must be used at the rate of a regular work schedule until exhausted. Thereafter, any leave taken will be on an unpaid basis.

2.4.3 For FMLA/CFRA leave taken on an intermittent or reduced work schedule basis, PTO is required to be used at the rate of a regular work schedule.

2.4.4 When an employee is using his/her PTO while on leave, he/she will continue to accrue additional PTO. Any hours paid while on an LOA will be counted towards the required vesting hours in accordance with the Hoag Sheltered Savings Plan 401(k). Once the
employee is no longer using PTO, an employee will no longer accrue PTO until he/she returns to work.

2.4.5 Group health insurance coverage (medical, dental, vision), as well as any other benefits provided to Hoag employees, will continue throughout the duration of an approved FMLA/CFRA leave under the same terms and conditions if the employee were not on leave. An employee’s insurance premiums will be automatically deducted from any paychecks issued during the leave. If an employee’s PTO has been depleted (or if the PTO is insufficient to cover his/her premium), the employee is responsible for paying his/her premiums. To ensure that insurance coverage will continue throughout the leave of absence, employees are advised to consult with the Hoag Benefits Center to arrange for prompt payment of such premiums (premium payments are generally due on the first day of each month). Failure to timely pay a premium may result in the termination of the employee’s insurance coverage, and Hoag may recover from the employee the costs of any health insurance premiums it has paid on behalf of the employee. In addition, upon return to work, the employee may be required to satisfy the eligibility requirements for each benefit plan in order to be reinsured.

2.4.6 While an employee’s medical leave will not count as a break in employment for purposes of seniority, vesting and/or eligibility to participate in employee pension and other retirement plans, an employee on a leave of absence will not continue to accrue seniority during any periods when the employee is on an approved leave of absence.

2.5 Reinstatement

Upon returning to work after a medical leave, an employee is required to provide the Hoag Benefits Center with a Return to Work Release form from his/her health care provider stating that the employee is released to return to work and any applicable work restrictions. The employee will not be allowed to return to work unless and until this form is provided. Unless otherwise permitted by law, an employee returning from an FMLA/CFRA leave in a timely manner (i.e., on the next work day following expiration of his/her approved leave) will be reinstated to the same or comparable position in which the employee was employed prior to the leave. If the employee is unable to perform the essential functions of the position, Hoag will attempt to locate an alternative position for the employee for which he/she is qualified, as required by law. Employees, however, have no greater right to employment than if they had been continuously employed rather than on leave. Hoag will also comply with its legal obligations to reasonably accommodate eligible employees.

3.0 PREGNANCY DISABILITY LEAVE

3.1 Eligibility

All female employees are eligible upon start of employment in accordance with California’s pregnancy disability leave law (PDLL).

3.2 Available Leave

A female employee disabled due to pregnancy, childbirth or related medical condition may take a leave for the entire time she is disabled due to pregnancy, up to a maximum of four months within
any 12-month period. An employee’s entitlement to a medical leave under the federal FMLA (but not the state CFRA) will run concurrently with any pregnancy disability leave.

If an employee has utilized her four months of pregnancy disability leave prior to the birth of the baby, and her physician determines that additional leave is medically necessary, Hoag reserves the right to commence the employee’s child bonding leave early (as outlined above) and count such time against the employee’s 12-week entitlement. Upon termination of PDLL (or four months, whichever occurs earlier) and where the baby has been born, an eligible employee may elect to take an additional twelve weeks of bonding leave, as described above. Unless otherwise certified by the employee’s health care provider, an employee will be assumed to be disabled after the birth of the child for six (6) weeks (or eight (8) weeks, if delivered by cesarean) – employees who are disabled for a shorter or longer period of time must provide CIGNA Leave Solutions with the appropriate medical certification before expiration of the 6 (or 8) weeks period described above. Eligible employees must request a bonding leave before expiration of the PDLL.

An employee with a pregnancy-related disability may also request that her work assignment be changed (including a transfer of non-essential job duties, reduced work schedule or intermittent leave), if medically ordered, to protect the health and safety of the employee and the child. Such requests will be reasonably accommodated as required by law.

3.3 Notice and Certification

Employees requesting to take a pregnancy disability leave must provide Hoag with reasonable advance notice and provide CIGNA Leave Solutions with the appropriate certification from a healthcare provider. A similar medical certification is required if the employee requests a transfer due to her pregnancy disability. Please see Human Resources.

3.4 Benefits During Leave

3.4.1 PDLL leaves are provided on an unpaid basis, however, an employee may opt to use accrued Paid Time Off (PTO) towards the leave. Employees should consult with CIGNA Leave Solutions regarding the availability of other paid benefit programs, including state disability benefits. Any such benefits will be integrated with PTO, as applicable, in accordance with Hoag policy. When an employee is using her PTO while on leave, she will continue to accrue additional PTO. Any hours paid while on an LOA will be counted towards the required vesting hours in accordance with the Hoag Sheltered Savings Plan 401(k).

3.4.2 Group health insurance coverage (medical, dental, vision), as well as any other benefits provided to Hoag employees, will continue throughout the duration of an approved pregnancy disability leave under the same terms and conditions if the employee were not on leave. An employee’s insurance premiums will be automatically deducted from any paychecks issued during the leave. If an employee’s PTO has been depleted (or if the PTO is insufficient to cover his/her premium), the employee is responsible for paying his/her premiums. To ensure that insurance coverage will continue throughout the leave of absence, employees are advised to consult with the Hoag Benefits Center to arrange for prompt payment of such premiums (premium payments are generally due on the first day of each month). Failure to timely pay a premium may result in the termination of the employee’s insurance coverage, and Hoag may recover from the employee the costs of any health insurance premiums it has paid on behalf of the employee. In addition, upon
return to work, the employee may be required to satisfy the eligibility requirements for each benefit plan in order to be reenrolled. If the employee wishes to add their baby to the medical/vision and/or dental plan, they have 30 days to enroll their child from the child's date of birth.

3.4.3 While an employee's leave will not count as a break in employment for purposes of seniority, vesting and/or eligibility to participate in employee pension and other retirement plans, an employee on a leave of absence will not continue to accrue seniority during any periods when the employee is on an approved leave of absence.

3.5 Reinstatement

Upon returning to work after a pregnancy disability leave, an employee is required to provide the Hoag Benefits Center with a Return to Work Release form his/her health care provider stating that the employee is released to return to work and any applicable work restrictions. The employee will not be allowed to return to work unless and until this form is provided. Unless otherwise permitted by law, an employee returning from a PDLL in a timely manner (i.e., on the next work day following expiration of his/her approved leave) will be reinstated to the same or comparable position in which the employee was employed prior to the leave. If the employee is unable to perform the essential functions of the position, Hoag will attempt to locate an alternative position for the employee for which she is qualified, as required by law. Employees, however, have no greater right to employment than if they had been continuously employed rather than on leave.

4.0 MEDICAL LEAVE (NON-FMLA)

4.1 Eligibility

An employee who does not qualify for a FMLA/CFRA medical leave or PDLL leave (or who has exhausted his/her leave entitlement) may request a medical leave (or additional leave time, as appropriate) in accordance with this section. Such leaves will be granted and administered in accordance with federal/state law disability obligations. For work-related injuries, please refer to Hoag's Accident Injury Illness – Work Related Policy.

4.2 Available Leave

In general, a medical leave under this section will be considered on a case-by-case basis in light of the employee's medical condition and potential impact of the leave on Hoag/departmental operations. In general, the maximum allowable leave period for a medical leave is six (6) months in any twelve (12)-month period unless additional time is required by law. For example, if an employee takes 12 weeks of FMLA/CFRA leave and needs additional time off, he/she may be eligible for additional 12 weeks (total 6 months) under this section, unless additional time off is required by law.

4.3 Notice and Certification

Please see FMLA/CFRA Leave section above for notice and certification requirements.
4.4 Benefits During Leave

Medical leaves are provided on an unpaid basis, however, an employee must generally use all accrued Paid Time Off (PTO) towards the leave.

4.4.1 Employees are required to use accrued PTO at the rate of a regular work schedule (or a portion thereof if an employee has accrued less than the required hours) during any applicable waiting periods for SDI. Thereafter, full-time employees are required to use at least 36 hours of PTO (for SPT/PT employees, 18 hours) per pay period and such PTO will be integrated with any state-provided benefits (e.g., SDI benefits) to ensure employees receive their full pay during the leave.

4.4.2 If the employee is not eligible for SDI or PFL (or if SDI or PFL is exhausted before expiration of the leave), all accrued PTO must be used at the rate of a regular work schedule until exhausted. Thereafter, any leave taken will be on an unpaid basis.

4.4.3 When an employee is using his/her PTO while on leave, he/she will continue to accrue additional PTO. Any hours paid while on an LOA will be counted towards the required vesting hours in accordance with the Hoag Sheltered Savings Plan 401(k). Once the employee is no longer using PTO, an employee will no longer accrue PTO until he/she returns to work.

4.4.4 If an employee is integrating his/her PTO with SDI/PFL, group health insurance coverage (medical, dental, vision), as well as any other benefits provided to Hoag employees, will continue throughout the duration of an approved medical leave under the same terms and conditions if the employee were not on medical leave. An employee’s insurance premiums will be automatically deducted from any paychecks issued during the leave. If the employee does not have available PTO, then an employee will be responsible for paying his/her premiums – as well as the employer’s portion – to continue his/her benefits coverage (premiums will be calculated at the “non-FMLA rate”). To insure that insurance coverage will continue throughout the leave of absence, employees are advised to consult with the Hoag Benefits Center to arrange for prompt payment of such premiums (premium payments are generally due on the first day of each month). Failure to timely pay a premium may result in the termination of the employee's insurance coverage, and Hoag may recover from the employee the costs of any health insurance premiums it has paid on behalf of the employee. In addition, upon return to work, the employee may be required to satisfy the eligibility requirements for each benefit plan in order to be reinsured.

4.5 Reinstatement

Upon returning to work after a medical leave, an employee is required to provide the Hoag Benefits Center with a Return to Work Release form from his/her health care provider stating the employee is released to return to work and any applicable work restrictions. The employee will not be allowed to return to work unless and until this form is provided. Unless otherwise permitted by law, an employee returning from a medical leave in a timely manner (i.e., on the next work day following expiration of his/her approved leave) will be reinstated to the same or comparable position in which the employee was employed prior to the leave. If the employee is unable to perform the essential functions of the position, Hoag will attempt to locate an alternative position for the employee for which she is qualified, as required by law. Employees, however,
have no greater right to employment than if they had been continuously employed rather than on leave.

5.0 PERSONAL/EDUCATIONAL LEAVE

5.1 Eligibility

An employee who has successfully completed new-hire probation may be eligible for a personal/educational leave if approved by the department supervisor.

5.2 Available Leave

In general, a personal/educational leave under this section will be considered on a case-by-case basis in light of the nature of the leave and potential impact of the leave on Hoag/departmental operations. In general, the maximum allowable leave period for a personal leave is 30 days in any twelve (12)-month period.

5.3 Notice

Employees requesting to take a personal/educational leave must provide Hoag with reasonable advance notice and receive department approval. In addition, employees must complete the appropriate paperwork provided by CIGNA Leave Solutions.

5.4 Benefits During Leave

5.4.1 Personal/educational leaves are provided on an unpaid basis, however, an employee must use all accrued Paid Time Off (PTO) towards the leave. All available PTO must be used at the rate of a regular work schedule.

5.4.2 When an employee is using his/her PTO while on leave, he/she will continue to accrue additional PTO. Any hours paid while on an LOA will be counted towards the required vesting hours in accordance with the Hoag Sheltered Savings Plan 401(k). Once the employee is no longer using PTO, an employee will no longer accrue PTO until he/she returns to work.

5.4.3 If an employee is using PTO, group health insurance coverage (medical, dental, vision), as well as any other benefits provided to Hoag employees, will continue throughout the duration of an approved personal/educational leave under the same terms and conditions if the employee were not on personal/educational leave. An employee’s insurance premiums will be automatically deducted from any paychecks issued during the leave. If the employee does not have available PTO, then an employee will be responsible for paying his/her premiums – as well as the employer’s portion – to continue his/her group health insurance benefits coverage (premiums will be calculated at the “non-FMLA rate”). To ensure that such coverage will continue throughout the leave of absence, employees are advised to consult with the Hoag Benefits Center to arrange for prompt payment of such premiums (premium payments are generally due on the first day of each month). Failure to timely pay a premium may result in the termination of the employee’s insurance coverage, and Hoag may recover from the employee the costs of any health insurance premiums it has paid on behalf of the employee. In addition, upon return to work, the
employee may be required to satisfy the eligibility requirements for each benefit plan in order to be reinsured.

5.5 Reinstatement

An employee who returns to work from an approved personal/educational LOA may be returned to the same/similar position, for which he/she is qualified, if available. If an appropriate position is not available at the time of return, his/her employment may be terminated. Hoag does not guarantee that it will hold a position open or that any position will be available upon an employee’s return to work.

6.0 MILITARY LEAVE
In addition to the FMLA military leave provisions, an employee who serves in the armed services may be entitled to additional military leave in accordance with federal and state laws. The actual leave time available to an employee will depend on the type of military service and individual circumstances. An employee requesting a military leave is encouraged to initiate a leave request with CIGNA Leave Solutions as far in advance as possible. Employees will be reinstated in accordance with federal and state laws. Subject to any limitations imposed by law, employees may also be eligible to take the above leaves on a reduced leave schedule or intermittent basis. Employees may also be required to use any accrued PTO, if appropriate, during the leave. Please contact CIGNA Leave Solutions if you have any questions or would like further information about military leaves.

7.0 WORKERS COMPENSATION
In accordance with California Workers’ Compensation laws, Hoag allows employees time off to receive appropriate care for work-related injuries and illnesses. Workers’ Compensation leaves are administered in accordance with Section 1.0 of this policy. Refer to Hoag’s Accident, Injury, Illness - Work Related policy (07-3-625) for specific details and procedures regarding lost time from work and the need for leave.

8.0 JURY DUTY/WITNESS DUTY LEAVE
Hoag encourages employees to serve on jury or witness duty when called. Employees must notify their supervisor of the need for time off for jury or witness duty as soon as a notice or summons from the court or a subpoena is received, and must present their jury summons or witness subpoena to their supervisor as soon as they receive it. Verification from the court clerk of having appeared for jury service may be required, and an employee may be required, if requested by his/her manager, to report or return to work for the remainder of the employee’s work schedule on any day the employee is dismissed from jury or witness duty. Full time, scheduled part-time, and part time regular who have completed their 6 month probationary period, may be eligible for jury duty benefits. Employees who appear for jury duty on scheduled work days will receive up to a maximum of 5 days pay (3 days pay for 12 hours shift employees) within a calendar year period. Any time served beyond 5 days will be on an unpaid basis, however, any employee must use accrued PTO towards the leave.

Subject to the terms, conditions, and limitations of the applicable plans, Hoag will continue to provide group health insurance, as well as any benefits provided to Hoag employees, for the full period of unpaid jury duty leave on the same terms/conditions if the employee was not on leave. If an employee is using PTO, PTO will continue to accrue during jury or witness duty leave.
9.0 TIME OFF FOR VOTING
Employees who do not have sufficient time outside of working hours to vote in a state or national election may take paid time off during regular working hours to vote. Such time off, however, must be taken at the beginning or the end of the regular working shift, whichever allows for more free time and requires the least time off from the employee's regular working shift. The maximum amount of time that may be taken off on an election day without loss of pay is two (2) hours. Employees must provide their supervisor reasonable advance notice that time off to vote is needed.

10.0 OTHER LEAVES
In addition to the leaves described above, employees may occasionally need time off from work to address important matters that are regulated by law. For example, the law provides employees with protected time off to perform emergency duty as a volunteer firefighter, to attend an adult literacy education program, to serve as an election officer, to participate in their child's school activities, and to voluntarily participate in an alcohol and/or drug rehabilitation program. The law also permits parents of sexually abused children and victims of crime (or employees whose immediate family member is a victim of crime) to take protected time off from work. Hoag will comply with its obligations by providing employees time off in accordance with all applicable laws. Such time off will ordinarily be unpaid, except where the law requires that it be compensated. To the extent allowed by law, an employee, however, will be required to use any accrued PTO towards the leave. Please see the Human Resources for additional information on eligibility and other leave entitlements.