

Frequently Asked Questions – Attendance and PTO (Paid Time Off) Policies

Content in FAQ are subject to change, for most update information check the benefits section on Immanuel.com.

Definitions:

- **Tardy:** Clocking in 7 minutes after the scheduled start time or leaving 7 minutes early without prior approval.
- **No-call/no-show:** A no call/no show is an unscheduled absence when an employee provides no notification of the absence to their leader. One no call/no show may result in disciplinary action, up to and including termination.
- **Patterned absenteeism:** Repeated absences tied to weekends, holidays, paydays, and other patterns.
- **No-call/no-show:** Missing work without contacting your supervisor. One no call/no show may result in disciplinary action, up to and including termination with 3 consecutive days being considered job abandonment.

1. What's changing about our paid time off policies?

- Non-benefit eligible part-time and prn employees can accrue PTO
- All employees can use accrued PTO for any time needed away from work
- Immanuel has an updated organizational wide Attendance Policy that can be found in the Employee Handbook in UKG

2. Why is this change happening now?

The State of Nebraska's new 2025 Paid Sick Leave law requires employers to provide time off to non-benefits eligible part-time and prn employees. We're updating our policies for the **entire organization** to stay compliant while supporting employees' well-being.

3. When will non-benefits eligible part-time and prn employees begin accruing PTO?

Starting with the pay period that began Sept. 22, 2025, their time worked will begin counting toward PTO. Employees begin accruing PTO of one hour for every 30 hours worked after 80 hours of consecutive employment.

4. How much PTO will a non-benefit eligible employee receive?

Part-time and PRN employees will accrue up to 56 hours of PTO per calendar year, at the rate of one hour per 30 hours worked.

5. How much PTO can non-benefit eligible employees use in a year?

Non-benefit eligible part-time and prn employees may use up to 56 hours within the calendar year.

6. What are the PTO carryover limits for non-benefit eligible employees?

Non-benefit eligible part-time and prn employees may carry over up to 56 hours each calendar year.

7. How does this new law impact employees that currently accrue PTO?

Employees who currently accrue PTO will not have accrual changes impacted by the new law. They will continue to accrue PTO based on their years of service as per PTO section of the employee handbook.

8. How do employees check the amount of PTO they have in UKG?

To better understand your PTO balance, a tip sheet is located in UKG on the Company Info Page titled UKG Employee Guide II (page 18) to help employees view their detailed accrual summary report in UKG.

9. If an employee decreases their FTE to less than .7 FTE, what happens to their PTO balance?

If an employee transitions from a full-time status into a prn or part-time status, all of their accrued PTO will be paid out.

10. How do employees submit a time off request in UKG?

To understand how to submit a time off request a guide is located in UKG on the Company Info Page titled UKG Employee Guide II (page 19).

11. In what increments can I use PTO?

PTO can be applied in 15-minute increments.

12. If I am on Intermittent FMLA, will those hours be applied to my Paid Sick Leave ?

Yes. If you have Intermittent FMLA, the time you missed from work will be applied against your available PTO.

13. If I am absent, tardy, or leave early under the Pregnant Workers Fairness Act (PWFA), will those hours be applied to my Paid Sick Leave ?

Yes. If the absence, tardiness, or early out is for a PWFA-approved reason, the time must be applied against your available PTO.

14. How do I notify my leader that I am calling in and using Paid Sick Leave ?

Employees are expected to follow their respective department guidelines when notifying their leader of their absence. At the time of notification, employees must clearly articulate the absence is for Paid Sick Leave or the absence could be counted against them depending on the reason. Employees are also expected to enter their PTO request in UKG when they are sick.

15. What if I do not have any PTO to use when I am call in for an unscheduled absence?

If an employee does not have accrued PTO to cover their shift, that unscheduled non-FMLA absence may be counted as an attendance occurrence.

16. I am a part-time/prn employee. Now that I will accrue PTO, can I use it for reasons other than Paid Sick Leave (e.g., vacation)?

Yes, employees may use their PTO for any reason. Using PTO for reasons outside of Paid Sick Leave or FMLA must receive prior approval from your leader.

17. What if I have already used my accrued PTO for reasons other than Paid Sick Leave (e.g., vacation), and now I am sick or have an unscheduled absence but have not yet used my 56 hours of Paid Sick Leave ?

If an employee does not have accrued PTO to cover their shift, that non-FMLA absence can be counted against them.

18. What happens if my shift exceeds my accrued PTO?

If an employee calls into their shift, but does not have enough PTO to cover their entire shift that absence can be held against the employee.

19. I currently don't have to disclose reasons for calling in, being tardy, or leaving early. Why is this required now?

Absences, tardies, or early departures must be designated as Paid Sick Leave to be eligible for an excused absence. Employees are not required to disclose specific medical

information when using Paid Sick Leave ; however, they must indicate that the absence is for Paid Sick Leave . If an absence is not designated as Paid Sick Leave , it may be held against the employee.

20. Do I have to follow the department call-in procedures when using Paid Sick Leave ?

Yes. The absence may be excused, but an occurrence will apply if the department call-in procedure is not followed.

21. What if I need to use PTO but fail to call in - does it count as a no call/no show?

Yes, it will be treated as a no call/no show under the attendance policy.

Discretion may be applied if the employee was unable to call in (e.g., emergency hospitalization).

22. My department has a practice where if I call in, I must find another employee to cover my shift. Does this practice still apply?

No, a leader cannot require an employee to search for or find a replacement for their shift if the absence is applied to Paid Sick Leave.

23. Can I use PTO for future scheduled appointments for myself or my family?

Yes, PTO can be used for scheduled, health-related appointments. Employees must request the time within UKG.

24. Can my leader limit or deny my use of PTO for qualifying Paid Sick Leave reasons?

No, a leader cannot deny or limit usage of PTO for qualifying Paid Sick Leave reasons when used for an approved reason within their allotment of 56 hours. See employee handbook for a list of qualifying Paid Sick Leave reasons.

25. Can my leader require documentation when using PTO for Paid Sick Leave?

Yes, we may require reasonable documentation for the use of PTO for Paid Sick Leave if the employee has used PTO for Paid Sick Leave for more than three consecutive workdays.

Reasonable documentation shall include:

- Documentation signed by a health care professional indicating that paid Paid Sick Leave

is or was necessary; or

- If the employee or a family member did not receive services from a health care professional, or if documentation cannot be obtained from a health care professional in reasonable time or without added expense, a written statement from the employee indicating that the employee is taking or has taken paid sick time for a qualifying purpose covered.

26. If I have additional questions about the policy and want to speak with someone, who should I contact?

If you have questions regarding the policy or this FAQ you can reach out to myhr@immanuel.com or your HRBP at your location.