



December 8, 2023

## NOTICE

The Board of Directors of the Kaweah Delta Health Care District will meet in an open Human Resources Committee meeting at 11:30AM on Wednesday December 13, 2023 in the Kaweah Health Medical Center Executive Offices Conference Room – 305 W. Acequia Avenue – Acequia Wing, Visalia, CA.

All Kaweah Delta Health Care District regular board meeting and committee meeting notices and agendas are posted 72 hours prior to meetings (special meetings are posted 24 hours prior to meetings) in the Kaweah Health Medical Center, Mineral King Wing entry corridor between the Mineral King lobby and the Emergency Department waiting room.

The disclosable public records related to agendas are available for public inspection at Kaweah Health Medical Center – Acequia Wing, Executive Offices (Administration Department) {1st floor}, 400 West Mineral King Avenue, Visalia, CA and on the Kaweah Delta Health Care District web page <https://www.kaweahhealth.org>.

KAWEAH DELTA HEALTH CARE DISTRICT  
Mike Olmos, Secretary/Treasurer

A handwritten signature in cursive script that reads "Cindy Moccio".

Cindy Moccio  
Board Clerk, Executive Assistant to CEO / CNO

**DISTRIBUTION:**

Governing Board  
Legal Counsel  
Executive Team  
Chief of Staff

<http://www.kaweahhealth.org>



**KAWEAH DELTA HEALTH CARE DISTRICT BOARD OF DIRECTORS  
HUMAN RESOURCES COMMITTEE**

Wednesday December 13, 2023

Kaweah Health Medical Center  
305 W. Acequia Avenue, Executive Office Conference Room (1<sup>st</sup> Floor)

ATTENDING: Directors: Lynn Havard Mirviss (chair) & Garth Gipson; Gary Herbst, CEO; Keri Noeske, Chief Nursing Officer, Dianne Cox, Chief Human Resources Officer, Brittany Taylor, Director of Human Resources, Raleen Larez, Director of Employee Relations, Hannah Mitchell, Director of Organizational Development, JC Palermo, Director of Physician Recruitment, Cindy Moccio, Recording

**1. OPEN MEETING – 11:30PM**

**2. CALL TO ORDER – *Lynn Havard Mirviss***

**3. PUBLIC PARTICIPATION** – Members of the public may comment on agenda items before action is taken and after it is discussed by the Board. Each speaker will be allowed five minutes. Members of the public wishing to address the Board concerning items not on the agenda and within the jurisdiction of the Board are requested to identify themselves at this time. For those who are unable to attend the beginning of the Board meeting during the public participation segment but would like to address the Board, please contact the Board Clerk (Cindy Moccio 559-624-2330) or [cmoccio@kaweahhealth.org](mailto:cmoccio@kaweahhealth.org) to make arrangements to address the Board.

**4. PHYSICIAN RECRUITMENT** – Overview and discussion of the monthly physician recruitment report.

*JC Palermo, Director of Physician Recruitment/Relations*

**5. KAWEAH CARE CULTURE INITIATIVES** – Discussion and update relative to current and proposed initiatives.

*Dianne Cox, Chief Human Resources Officer*

**6. RESOLUTIONS 2211 AND 2212 AMENDING THE EMPLOYEES' SALARY DEFERRAL PLAN AND THE 457(B) DEFERRED COMPENSATION PLAN** – Review and discussion of proposed amendments to the employees' salary deferral plan and the 457(B) deferred compensation plan.

*Dianne Cox, Chief Human Resources Officer*

**7. HUMAN RESOURCES POLICIES** – Review of the following Human Resources policies as reviewed and recommended to be presented to the Board for approval:

- 7.1. [HR184](#) – Attendance & Punctuality – Revised
- 7.2. [HR234](#) – Paid Time Off (PTO), Extended Illness Bank (EIB) and Healthy Workplace, Healthy Families Act of 2014 - Revised

**8. ADJOURN** – *Lynn Havard Mirviss, Committee Chair*

*In compliance with the Americans with Disabilities Act, if you need special assistance to participate at this meeting, please contact the Board Clerk (559) 624-2330. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to the Kaweah Delta Health Care District Board of Directors meeting.*

**Physician Recruitment and Relations**

*Medical Staff Recruitment Report - December 2023*

Prepared by: JC Palermo, Director Physician Recruitment - jpalermo@kaweahhealth.org - (559) 624-5456

Date prepared: 12/7/2023

Valley Children's Health Care	
Maternal Fetal Medicine	2
Neonatology	1
Pediatric Cardiology	1
Pediatric Hospitalist	1

Delta Doctors Inc.	
Family Medicine	2
OB/GYN	1
Adult Psychiatry	1

Key Medical Associates	
Endocrinology	1
Family Medicine/Internal Medicine	4
Gastroenterology	1
Pediatrics	1
Pulmonology	1
Rheumatology	1

Sequoia Oncology Medical Associates Inc.	
Hematology/Oncology	1

Orthopaedic Associates Medical Clinic, Inc.	
Orthopedic Surgery (General)	1
Orthopedic Surgery (Hand)	1
Orthopedic Surgery (Trauma)	1

Stanford Health Care	
Cardiothoracic Surgery	2

Sequoia Cardiology Medical Group	
EP Cardiology	1

Oak Creek Anesthesia	
Anesthesia - General/Medical Director	1
Anesthesia - Obstetrics	1
Anesthesia - Regional Pain	1

USC Urology	
Urology	3

Valley Hospitalist Medical Group	
GI Hospitalist	1

Other Recruitment/Group TBD	
Dermatology	2
Family Medicine	3
Gastroenterology	2
Hospice & Palliative Medicine	1
Neurology - Outpatient	1
Otolaryngology	2
Pediatrics	1
Pulmonology - Outpatient	1
Interventional Cardiology	1
General Cardiologist	1

Valley ENT	
Audiology	1
Otolaryngology	1

Candidate Activity	#	Specialty	Group	Date Added	Current Status
	1	OB/GYN	TBD	12/4/2023	Currently under review
	2	OB/GYN	TBD	11/4/2023	Site Visit: 12/20/23
	3	ENT	TBD	11/1/2023	Currently under review
	4	General Cardiology	TBD	11/1/2023	Currently under review
	5	Cardiothoracic Surgery	Stanford	10/18/2023	Site Visit: 12/11/23
	6	Pulmonology	TBD	10/15/2023	Site Visit: 12/7/23
	7	Radiation Oncology	TBD	10/12/2023	Site Visit: 11/29/23
	8	Radiation Oncology	TBD	10/12/2023	Site Visit: 12/8/23
	9	Orthopedic Sports/Gen	Orthopaedic Associates Medical Clinic, inc	10/9/2023	Site Visit: 12/15/23
	10	Gastroenterology	TBD	9/25/2023	Currently under review - Not available until 2025
	11	Family Medicine	TBD	9/22/2023	Site Visit: 10/23/23
	12	EP	TBD	9/11/2023	Currently under review
13	Neurology	Kaweah Delta Neurology	8/11/2023	Preparing Offer	

Candidate Activity	#	Specialty	Group	Date Added	Current Status
	14	Pediatric Hospitalist	Valley Children's	8/1/2023	Site Visit: 10/2023
	15	Intensivist	Central Valley Critical Care Medicine	7/17/2023	Currently under review
	16	Hospitalist	Central Valley Critical Care Medicine	7/17/2023	Currently under review
	17	Hospitalist	Central Valley Critical Care Medicine	7/17/2023	Currently under review
	18	Gastroenterology	TBD	6/21/2023	Currently under review
	19	Adult Psychiatry	Key Medical	6/21/2023	Pending offer
	20	Family Medicine	TBD	6/21/2023	Currently under review
	21	Family Medicine	TBD	6/21/2023	Currently under review
	22	Orthopedic Trauma	Orthopaedic Associates Medical Clinic, inc	8/18/2022	Currently under review

# Kaweah Care

Employee Engagement and  
Experience

*December 2023 Update*



# Starting with the Why

**MISSION  
VISION &  
PILLARS**

**MISSION STATEMENT**  
Health is our passion. Excellence is our focus. Compassion is our promise.

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**VISION STATEMENT**  
To be your world-class healthcare choice, for life.

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**PILLARS**

- Achieve **outstanding community health**
- Deliver **excellent service**
- Provide an **ideal work environment**
- Empower **through education**
- Maintain **financial strength**

The mission articulates Kaweah Health's fundamental purpose both within our organization and for our community.

Our vision statement is what we aspire to be for our community and sets the future path and framework in our strategic planning.

In order to achieve our mission and vision, our pillars must support us.

# Employee Engagement and Experience – July to Nov

- 7/10 - 9/30: Introduction of Common Review Date/Merits
- 8/11: Launch of quarterly Just Culture Scenario Reviews
- 8/18 : Kaweah Health Rawhide Night
- 9/15: Movie Night at the Fox
- 9/16 - 10/5: Visalia Corporate Games
- 10/2 - 10/16: Kaweah Care Pulse Survey
- 10/2: Leader Learning Path launch
- 10/6: Schwartz Rounds
- 10/6 - 10/31: Breast Cancer Awareness
- 10/23: Launch of quarterly CEO Luncheons
- 10/30 - 10/31: Halloween theme and pumpkin/witch hat contest
- 11/1 - 11/20: Open Enrollment
- 11/10: Honoring KH Veterans Grab N Go Breakfast
- 11/15: Leadership Academy launch with ET kick-off
- 11/15 - 11/17: Cobbler and Ice Cream
- 11/17: Just Culture Scenario Review

# Employee Engagement and Experience – Dec

- 12/1: Schwartz Rounds Session
- 12/6 - 12/8: Holiday Meal and Employee Giveaway (umbrella)
- 31 days of Holiday Giving (drawing for DTV gift checks)
- Holiday Tree Decorations (Medical Center)
- Community Giving Drive
- Department connection events
- Team/Logo Fridays
- Kaweah Care recognitions
- Kaweah Shares
- Will be planning for 2024 events
- Transitioning to OD and bringing on a new specialist



## of Holiday Giving! Beginning December 1

Through the month of December, Kaweah Health will be spreading holiday cheer with five daily drawings for **\$20 Downtown Visalia gift certificates!**

Gifts are being provided in recognition of your hard work, dedication, care, and commitment to our community.

- Five drawings held daily
- All employees entered to win
- Winners notified by email



# Kaweah Care Pulse Survey Results

Dimensions

↑ Performance Score ● Unfavorable ● Neutral ● Favorable

I am familiar with *Kaweah Care*.

4.36



*Kaweah Care* is how we make our patients/customers feel.

4.22



*Kaweah Care* is how we make our coworkers feel.

4.13



My unit/department has a *Kaweah Care* culture.

4.08



*Kaweah Care* is how we feel as employees.

3.92



Kaweah Health has a *Kaweah Care* culture.

3.88



*Kaweah Care* is how our community feels about us.

3.81



# Proposed Kaweah Care Branding



# Employee Engagement and Experience Committee

- First area of focus is how we promote employee programs and resources
- Proposed members:

Dianne Cox	Jag Batth	Hannah Mitchell	Raleen Larez	Jaime Morales	Brittany Taylor
Mara Lawson	Clint Brown	Shannon Cauthen	Renee Lauck	Wendy Jones	Amanda Tercero
Amy Valero	Frances Carrera	Meredith Alvarado	Kevin Bartel	Kevin Morrison	Daniel Baker

# Branding for Employee Programs and Resources

Examples include:

- ComPsych EAP
- Lincoln Financial
- Corporate discounts
- Resiliency and wellness
- Pet Therapy
- Education assistance
  - Student loans/tuition
  - Certifications
- Kaweah Health University
  - Unitek, COS, and SJVC programs
  - OpenSesame and Lippincott
  - Other programs and courses



**Kaweah Engagement & Enrichment Program**

*Key resources to help unlock personal and professional success*

# Our Kaweah Care Commitments



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The quality of Kaweah Health is judged by the quality of its team. To ensure that we consistently maintain high standards of quality that our patients deserve, all employees, physicians, and volunteers are expected to adhere to the following Behavioral Standards of Performance.

## Behavioral Standards of Performance

### Compassionate Service

We are a service organization, serving our patients and each other. We value all people at Kaweah Health by focusing on and being sensitive to their emotional, spiritual, social, and cultural needs. Quality care and service are always delivered with compassion, respect, and attention to detail to exceed the needs of those we serve.

- Introduces self and always greet others warmly with a smile.
- Responds in a timely manner to patients, customers, and colleagues (for example, call lights, voicemails, and emails).
- Checks on patients and customers regularly to ensure they feel cared for and valued.
- Communicates with others in the way they prefer (for example, using Mrs. Smith until given permission to address them less formally).
- Communicates nicely and respectfully in speech and writing, including telephone, email, and text.
- Closes conversations with "Is there anything else I can do for you?"
- Has effective interactions with people regardless of status or position.
- Offers sincere apologies for inconveniences.
- Honors a quiet environment. Keeps personal conversation out of hearing of patients, visitors, and guests.

### Commitment to Colleagues

We are committed to working as a team with all of our colleagues and recognize that helping each other results in a higher quality of care than we could have provided as individuals.

- Treats everyone professionally; recognizes that each of us has an area of expertise.

- Looks beyond assigned tasks and offers help where needed.
- Recognizes others when someone goes above and beyond.
- Is loyal to colleagues and the mission of Kaweah Health.
- Inspires confidence in the abilities of team members by managing up.
- Creates a supportive environment free from bullying, gossip, profane language, hostility, or unprofessional or inappropriate behaviors that cause disruption in the environment.

### Personal Ownership

We are committed to maintaining a professional environment, which reflects respect for those we serve and instills trust, confidence, and goodwill. We take pride in our role, facility, and the services we provide to our community.

- Takes personal ownership of ourselves and the workplace; demonstrates a professional image at all times by respecting each other, property, and our values.
- Knows and understands the responsibilities of position; takes charge of and accepts these responsibilities.
- Strives to do the job right the first time by doing what is right for those we serve.
- Completes self-evaluation for annual performance review on time.
- Dresses professionally for role and in alignment with policy, knowing that a confident, professional image is essential (for example, wears ID Badge that is in good condition, chest high, and in view).
- Owns our environment and takes the initiative to keep our facilities neat and clean.



f y t i KaweahHealth.org

## Accountable Leadership Core Competencies

### 1. Lead by Example

- Serves as a role model for their department(s) by consistently demonstrating Kaweah Care Behavioral Standards and initiatives
- Demonstrates support, role models and ensures compliance with the KH Code of Conduct
- Promotes effective working relationships with Chiefs, Directors, Managers and Physicians by demonstrating a commitment to shared goals and effective problem solving
- Punctually attends and participates in meetings and carries out meeting responsibilities as assigned
- Utilizes methods of communication with staff, including huddles, staff meetings, rounding and sharing *News You Can Use* from leadership meetings

### 2. Develop and Sustain High Performing People and Teams

- Carries out organization philosophies and complies with policies and applicable laws regarding
  - Effective interviewing, hiring, orienting, and training employees
  - Planning, assigning, and directing work
  - Appraising performance in a timely manner
  - Conducting crucial conversations and disciplining employees
  - Addressing employee concerns and resolving problems
  - Providing a safe and injury free environment
- Fosters a team environment within the department and among other departments across all staff levels
- Actively supports professional development of team members

- Provides encouragement and recognition for a job well done
- Meets 80% workgroup response rate to biennial Employee Engagement and Safety Survey, and uses survey results in improvement efforts

### 3. Improve the Quality of Their Services

- Responsible for quality and performance improvement activities in their department(s) and as they may affect other areas of Kaweah Health
- Supports organizational quality initiatives; shares department and Kaweah Health quality indicators and outcomes with employees
- Identifies, reviews, reports, and maintains indicators of sound clinical, service, and high quality practice
- Supports and actively works to meeting hand hygiene compliance targets
- Researches industry "best practices" for possible implementation in department(s)

### 4. Provide for High Quality Customer Experience and Service

- Proposes and implements changes that result in improved service, patient and family experience, and patient or work environment safety; involves employees and physicians in changes as appropriate
- Addresses and resolves patient, family, physician, or service inquiries and complaints
- Ensures the performance of high quality work by making resources, including supplies and equipment, available to staff
- Continuously assess and identifies risks and hazards to patients and supports mitigation efforts
- Continuously assess hospital acquired infections related to inadequate hand hygiene and supports improvement efforts

## Service Standards

We smile and greet everyone we meet.

We answer call lights and telephones in a kind and professional manner.

We keep all areas and room clean and pick up trash.

We help each other regardless of role or department.

*Why? To be your world-class healthcare choice, for life.*

# Proposed Full Day Orientation

Time	Minutes	Orientation Schedule	Presenter
7:30 AM	30	Check-in	Kathleen Gonzalez
8:00 AM	15	Welcome	Rudy Gutierrez
8:15 AM	45	A Great Organization	Gary Herbst CEO
9:00 AM	15	Break	
9:15 AM	60	Organization Culture and Customer Service + Cultural Diversity	Rudy Gutierrez
10:15AM	45	Benefits	Sonia Solis
11:00 AM	30	Cybersecurity	Doug Leeper CIO
11:30 AM	45	Training Room A: Passwords + System Training   Training Room B: Passwords + System Training	Rudy OD / Andrew ISS
12:15 PM	60	Lunch	
1:15 PM	45	Organization Integrity: Your Role and Responsibility	Ben Cripps
2:00 PM	45	Environment of Care and Clinical Engineering	Maribel Aguilar
2:45 PM	15	Break	
3:00 PM	45	Quality and Patient Safety (includes Just Culture, Drug Diversion, Falls, Stroke, and Risk)	Sandy Volchko
3:45 PM	30	Infection Prevention and COVID	Shawn Elkins
4:15 PM	15	Foundation	Carla Hernandez
4:30 PM	15	Quiz Review and Closing Remarks	Rudy Gutierrez
4:15 PM	15	Clinical Orientation Preview	Kristin Olsen

General Orientation Full Day Transition Plan	
Start Date	TBD Based in GME availability, 30-Day Notice for Presenters
Frequency	Bi-weekly aligned with pay periods
Capacity	52 (GME East, GME West, Lab A, Lab B)
Communication Plan	CHRO, Clin Ed, ET, Presenters, Management Group

# Stay Survey Insights

Sent to employees with 1, 3, 5, 10, 15 year anniversaries for that month

I would like to be working at this organization three years from now.				
	Performance Score	Unfavorable	Neutral	Favorable
Jan-22	4.00	4	12	84
Feb-22	3.79	17	17	67
Mar-22	4.04	14	11	75
Apr-22	4.37	4	15	81
May-22	3.88	17	8	75
Jun-22	3.92	8	20	72
Jul-22	4.20	5	10	85
Aug-22	4.05	5	20	75
Sep-22	4.22	0	16	84
Oct-22	4.37	4	7	89
Nov-22	4.06	6	22	72
Dec-22	3.92	19	12	69

4.08 on average for Jan-November 2022  
Average Response Rate 24%

I would like to be working at this organization three years from now.				
	Performance Score	Unfavorable	Neutral	Favorable
Jan-23	4.18	12	6	82
Feb-23	3.88	10	22	68
Mar-23	3.95	5	18	78
Apr-23	3.84	9	19	72
May-23	3.84	5	37	58
Jun-23	3.90	7	27	67
Jul-23	4.18	3	15	82
Aug-23	3.78	13	20	68
Sep-23	4.10	0	20	80
Oct-23	4.00	9	16	75
Nov-23	4.00	14	9	77

3.97 on average for Jan-November 2023  
Average Response Rate 23%

# Stay Survey Insights

Sent to employees with 1, 3, 5, 10, 15 year anniversaries for that month

Overall, I am a satisfied employee.				
	Performance Score	Unfavorable	Neutral	Favorable
Jan-22	3.84	8	28	64
Feb-22	3.5	29	13	58
Mar-22	3.93	4	29	68
Apr-22	4.15	7	19	74
May-22	3.50	25	8	67
Jun-22	3.86	18	8	73
Jul-22	3.98	10	12	79
Aug-22	4.22	0	13	87
Sep-22	4.00	0	25	75
Oct-22	4.07	4	19	78
Nov-22	4.11	6	11	83
Dec-22	3.77	19	12	69

3.92 average for Jan-November 2022

Overall, I am a satisfied employee.				
	Performance Score	Unfavorable	Neutral	Favorable
Jan-23	4.12	0	18	82
Feb-23	4.02	5	15	80
Mar-23	3.78	15	12	73
Apr-23	3.85	6	21	73
May-23	3.63	26	16	58
Jun-23	3.97	7	17	77
Jul-23	3.97	6	18	76
Aug-23	3.63	12	24	63
Sep-23	3.93	10	10	80
Oct-23	4.09	3	18	79
Nov-23	3.95	9	18	73

3.90 average for Jan-November 2023

# Stay Survey Insights

Why do you keep working here?

People love their teams  
People find value in the work  
People believe Kaweah does good work for the community  
Opportunity to advance

Why would you leave?

People feel the hospital is overstaffed (i.e., docking)  
People feel they are overworked  
People feel underpaid  
People are looking for more benefits  
People feel burned out

Other than pay and benefits, what are a few things that would make you feel more satisfied as an employee

Staffing  
Personalized recognition  
More food options/better food options/less expensive food options  
Streamline processes so they are more organized/simpler.  
Opportunities to advance

# Pending Items

- Leadership Meeting Cascading
- Lifecycle Survey Results
- Anniversary Push Notification

Kaweah Care: Personal, Professional, and Compassionate Experiences.

Employee of the Year



**Geraldine White**

2023 Employee of the Year - Geral...

Employees of the Month



**Ana Lopez**

2023 World Class Employee of the...

Kaweah Anniversaries



**Ellason Schales**

RN-Employee Health Nurse  
18 Years



**Enrique Navarrete Huerta**

Imaging Services Aide  
1 Year



**Margarita Salazar**

Registered Nurse  
18 Years



To: Kaweah Delta Health Care District (KDHCD) Board of Directors  
From: Human Resources  
Date: December 4, 2023  
Re: Plan Amendments – KDHCD 457(b) Deferred Compensation Plan

### **Amendments related to new Legislation.**

The purpose of this Memorandum is to refresh the Board of Directors with background information on a provision under the Bipartisan American Miners Act of 2019 and a provision under the SECURE Act 1.0, which were signed into law by President Donald Trump on December 20, 2019. The formal amendment needs to be in place by December 31, 2025.

### **Amendment Overview**

**SECURE Act Qualified Birth or Adoption Distribution** – A Qualified Birth or Adoption Distribution ('QBAD') is a distribution to an individual during the one-year period beginning on the child's birthdate or on the date the legal adoption of an individual under the age of 18 is formalized. The 10% early withdrawal tax does not apply, and the QBAD may be repaid as a rollover contribution to the participant's account within a 3-year period. The maximum aggregate amount for a QBAD by any individual is \$5,000 per child.

**The Bipartisan American Miners Act of 2019 In-Service Distribution** - The bill lowers the age to take in-service distributions under a pension plan or governmental section 457(b) from age 70.5 to age 59.5.

These optional provisions were added to the plan effective 1/1/2022 and will be included in the Amendment to be completed by 12/31/25.

### **Suggested Action and Next Steps**

Approve the amendment to add QBADs and lower the in-service distribution age to 59.5.

**RESOLUTION 2211  
OF THE BOARD OF DIRECTORS OF  
KAWEAH DELTA HEALTH CARE DISTRICT  
AMENDING THE KAWEAH HEALTH CARE DISTRICT 457(B) DEFERRED  
COMPENSATION PLAN**

**WHEREAS** the Board of Directors (the “Board”) of the Kaweah Delta Health Care District (the “District”) adopted the Kaweah Delta Health Care District 457(b) Deferred Compensation Plan as amended effective January 1, 2022 (the “Plan”); and

**WHEREAS** the District reserves the right to amend or restate the Plan in Section 10.01 of the Plan Document.

**WHEREAS** the District desires to amend the Plan document effective January 1, 2022 , to reflect the following:

**Qualified Birth and Adoption Distribution** will amend the type of distributions allowed under the plan to include qualified birth and adoption distributions.

**In-Service Distribution Age** will amend the age required for in-service distributions to 59.5.

**NOW, THEREFORE, BE IT RESOLVED**, that an authorized officer be and hereby is directed and authorized to the Amend the plan which is attached hereto.

This Resolution is adopted by the Board of Directors of Kaweah Delta Health Care District at a duly constituted meeting held on the 21<sup>st</sup> day of December 2023.

**KAWEAH DELTA HEALTH CARE DISTRICT**

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President, Kaweah Delta Health Care District

ATTEST:

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Secretary/Treasurer  
Kaweah Delta Health Care  
District and of the Board of  
Directors, thereof



To: Kaweah Delta Health Care District (KDHCD) Board of Directors  
 From: Human Resources  
 Date: December 4, 2023  
 Re: Plan Amendments – Employees’ Salary Deferral Plan

**Amendments Related to New Legislation**

The purpose of this Memorandum is to refresh the Board of Directors with background information on an optional provision under SECURE Act 1.0, which was signed into law by President Donald Trump on December 20, 2019. The formal amendment needs to be in place by December 31, 2025.

**Amendment Overview**

- **Qualified Birth or Adoption Distribution** – A Qualified Birth or Adoption Distribution (‘QBAD’) is a distribution to an individual during the one-year period beginning on the child’s birthdate or on the date the legal adoption of an individual under the age of 18 is formalized. The 10% early withdrawal tax does not apply, and the QBAD may be repaid as a rollover contribution to the participant’s account within a 3-year period. The maximum aggregate amount for a QBAD by any individual is \$5,000 per child.

This optional provision under SECURE 1.0 was added to the plan effective 1/1/2022 and included in the Interim Amendment signed 6/15/23.

- **Employer Match** – The Plan Document now defines Employer Matching Contributions as discretionary from year to year. This permits KDHCD the ability to define the Matching Contribution Formula each year to align with business strategies. Each year, the Board must approve the Matching Contribution for the Plan. The Matching Contribution for the January 1, 2023 – December 31, 2023 Plan Year will be 50%:

Years of Service	Matching Contribution	Maximum Matching Salary Deferral or ROTH Deferral Contribution
1-2	50%	3% of Compensation
3-5	50%	4% of Compensation
6-10	50%	5% of Compensation
11 or more	50%	6% of Compensation

**Suggested Action and Next Steps**

Approve the QBAD amendment and match formula for participants of the Employees’ Salary Deferral Plan.

**RESOLUTION 2212  
OF THE BOARD OF DIRECTORS OF  
KAWEAH DELTA HEALTH CARE DISTRICT  
AMENDING THE EMPLOYEES' SALARY DEFERRAL PLAN**

**WHEREAS** the Board of Directors (the “Board”) of the Kaweah Delta Health Care District (the “District”) adopted the Kaweah Delta Health Care District Employees’ Salary Deferral Plan, as amended and restated effective June 1, 2022 (the “Plan”); and

**WHEREAS** the District reserves the right to amend or restate the Plan in Section 14.01 of the Plan’s Base Plan Document.

**WHEREAS** the District desires to amend the Plan document effective January 1, 2022, to reflect the following:

**Qualified Birth and Adoption Distribution** will amend the type of distributions allowed under the plan to include qualified birth and adoption distributions.

**WHEREAS** the District desires to define the Rules for determining the Matching Contribution Formula for the January 1, 2023 – December 31, 2023 Plan Year to reflect the following:

- The Matching Contribution will be based on the number of Years of Service a Participant has per the definition of Years of Service for the purpose of the Matching Contribution and the formula for each Year of Service tier has a separate limit above which Salary Deferrals and ROTH Deferrals will not be matched. Matching Contributions are subject to a specific definition of Plan Compensation. Kaweah Delta Health Care District staff will need to check the definitions of the specific Plan Compensation applicable to Matching Contributions. The Matching Contribution Formula is outlined in the following table:

Years of Service	Matching Contribution	Maximum Matching Salary Deferral or ROTH Deferral Contribution
1-2	50%	3% of Compensation
3-5	50%	4% of Compensation
6-10	50%	5% of Compensation
11 or more	50%	6% of Compensation

**NOW, THEREFORE, BE IT RESOLVED**, that an authorized officer be and hereby is directed and authorized to the Amend the plan which is attached hereto.

This Resolution is adopted by the Board of Directors of Kaweah Delta Health Care District at a duly constituted meeting held on the 21<sup>st</sup> day of December 2023.

**KAWEAH DELTA HEALTH CARE DISTRICT**

\_\_\_\_\_  
President, Kaweah Delta Health Care District

ATTEST:

\_\_\_\_\_  
Secretary/Treasurer  
Kaweah Delta Health Care  
District and of the Board of Directors, thereof

Policy Number: HR.184	Date Created: 03/14/2014
Document Owner: Dianne Cox (Chief Human Resources Officer)	Date Approved: 08/23/2023
Approvers: Board of Directors (Administration)	
<b>Attendance &amp; Punctuality</b>	

**Printed copies are for reference only. Please refer to the electronic copy for the latest version.**

**POLICY:**

Attendance and punctuality is important to Kaweah Health’s mission to deliver high quality service to our patients and the community. It is each employee’s responsibility to maintain a good attendance record. Regular attendance and promptness are considered part of an employee's essential job functions. Employees with excessive absenteeism may be subject to Progressive Discipline.

Employees with disabilities may be granted reasonable accommodation to assist them in meeting essential functions under any provision in this policy. In cases of disability, appropriate documentation from a healthcare provider is required. A Leave of Absence may be considered as a reasonable accommodation. Please refer to Leave of Absence and the Reasonable Accommodation Policy for more information.

All absences will be recorded on an attendance record (utilizing specific comments in the timekeeping system), which will be used to identify acceptable or unacceptable attendance patterns. The focus of this policy is on the frequency of absences and is to ensure reliability of employees to their work schedule and/or work requirements.

Employees are also expected to report to work punctually at the beginning of the scheduled shift and when returning from meals and breaks.

An employee who misrepresents any reason for taking time off may be subject to disciplinary action up to and including termination of employment. See HR.216 Progressive Discipline.

**PROCEDURE:**

Absenteeism is not being at work or failing to attending a Kaweah Health paid workshop when scheduled unless the absence is protected by law.

The following number of occurrences, including full shift absences, tardies and leaving early, will be considered excessive and will be grounds for counseling and disciplinary action up to and including termination. During the new hire introductory period (see HR.37 Introductory Period), unacceptable attendance may result in the employee being placed in an advanced step of disciplinary action up to and including termination of employment.

Occurrence (full days, consecutive days, tardies, and leaving work early):

➤ An occurrence is defined as a time off that was not pre-approved. This could include a full day or three (3) consecutive calendar days of unscheduled, unapproved, unprotected time off. If makeup time is authorized on the same day or within the week of the occurrence, the absence is still counted as an occurrence. (Information regarding Paid Sick Leave, please see policy HR.234 PTO

➤—For the purpose of this policy, a "tardy" results when an employee fails to report to their work area ready for work at the start of their shift or fails to return from lunch or break at the appropriate time.

➤—

Two tardies or leaving early that have not been pre-approved count as one occurrence. One tardy and one time leaving early can also count as one occurrence, as well as two unscheduled events of leaving early will count as one occurrence.

- An employee is expected required to call in absences two hours prior to the start of their scheduled shift.
- Please note that attendance and punctuality is considered an important factor of overall performance and employees will be subject to Progressive Discipline considered in performance. As such, if an employee has or is to receive disciplinary actions other than attendance, the Llevels as noted below will escalate. The entire performance of an employee is considered when establishing Llevels and Kaweah Health may apply any Llevel or immediate termination if warranted due to the circumstance as determined by Kaweah Health Leadership.

Number of Occurrences in a Rolling 12-Month Period

Counseling	Occurrences	Introductory Period
Verbal Warning	<u>2</u> <del>4</del>	<u>24</u>
Level I Written Warning	<u>3</u> <del>5</del>	NA
Level II Written Warning	<u>4</u> <del>6</del>	
Level III Written Warning	<u>5</u> <del>7</del>	
Termination	<u>6</u> <del>8</del>	<u>35</u>

Pattern Absenteeism:

Employees will be considered to have a pattern of unscheduled absences if ~~their~~ absences tend to occur immediately before or after scheduled days off, before or after holidays or weekends, occur at regular intervals or on consistent days, occur immediately following disciplinary action, or occur on days that the employee requested off but were denied such request. Patterned absences will be considered misconduct and will be grounds for Progressive Discipline.

Absences not to be considered under this policy are noted below. Reasonable notice of these absences is requested and in some cases required. Progressive Discipline

may apply where reasonable notice or requested proof of time off documentation is not provided.

- a. Work-related accident/illness.
- b. Pre-scheduled Paid Time Off (PTO).
- c. Pre-scheduled personal time.
- d. Time off to vote or for duty as an election official. This provision will be limited to federal and statewide elections exclusively and shall not be extended to include local, city or county elections. Employees requesting time off to vote will submit the request in writing. The request should state specifically why the employee is not able to vote during non-working hours. Unless otherwise agreed, this time must be taken at the beginning or ending of the employee's shift to minimize the time away from work.
- e. Time off for adult literacy programs.
- f. Time off if a victim of a crime, or if a family member is the victim of a crime, when they take time off following the crime. Protections are for an employee who is a victim of domestic violence, sexual assault, or stalking for taking time off from work for any specified purpose, including seeking medical attention, for injuries caused by the domestic violence, assault, or stalking and appearing in court pursuant to a subpoena. In addition, protections include taking time off from work to obtain or attempt to obtain any relief. Relief includes, but is not limited to, a temporary restraining order, restraining order, obtaining psychological counseling, engaging in safety planning, seeking other injunctive relief, and to help ensure the health, safety or welfare of the victim or their child. Furthermore, protections include if the employee provides certification that they were receiving services for injuries relating to the crime or abuse or if the employee was a victim advocate.
- g. Time off to attend judicial proceedings as a victim of a crime, the family member, registered domestic partner or child of a registered domestic partner who is a victim of a crime. Victim means any person who suffers direct or threatened physical, psychological, or financial harm as a result of the commission or attempted commission of specified crime or their spouse, parent, child, sibling, or guardian.
- h. Employees who enter uniformed military service of the Armed Forces of the United States for active duty or training.
- i. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation.
- j. Time off of up to fourteen (14) days per calendar year for volunteer

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firefighter, reserve peace officer, or emergency rescue personnel training or duties.

- k. Time off to attend school or child care activities for their children, grandchildren or guardians (limited to 40 hours per year not exceeding eight hours in any calendar month). Applies to children in grades 1 through 12 or in a licensed child care facility. Additional protections apply for required appearances after suspension of a child from school. Effective January 1, 2016, employees may take time off from work to find a school or a licensed child care provider and to enroll or re-enroll a child, and time off to address child care provider or school emergencies.
- l. Bereavement time related to Policy.
- m. Jury Duty or Witness Duty.
- n. Leaves pursuant to legislative requirements Family and Medical Leave Act of 1993 (FMLA); California Family Rights Act of 1991 (CFRA); Pregnancy Disability Leave (PDL); Organ and Bone Marrow Donation Leave; and Workers' Compensation (WC).
- o. Kin Care: Kin Care authorizes eligible employees to use up to one-half (½) of the Extended Illness Bank (EIB) that they accrue annually, in a calendar year, to take time off to care for a sick family member. Employees who accrue EIB are eligible for Kin Care. Employees who are not eligible for EIB are not eligible for Kin Care. No more than one-half of an employee's EIB accrual in a calendar year period can be counted as Kin Care. For example, for full-time employees this would mean no more than 24 hours can be utilized as Kin Care in a calendar year period. An employee must have EIB available to use on the day of the absence for that absence to be covered under Kin Care. An employee who has exhausted his/her EIB and then is absent to care for a sick family member cannot claim that absence under Kin Care. Kin Care can be used to care for a sick family member, to include a spouse or registered domestic partner, child of an employee, parents, parents-in-law, siblings, grandchildren and grandparents. A Leave of Absence form does not need to be submitted unless the employee will be absent and use sick leave for more than three continuous workdays. In addition, an employee taking Kin Care does not need to submit a doctor's note or medical certification. However, in instances when an employee has been issued Disciplinary Action and directed to provide a doctor's note for all sick days, then an employee may need to submit a doctor's note.

Absence for Religious Observation

Kaweah Health will attempt to accommodate employees requesting absence for religious observation, however, in certain circumstances accommodation may not be possible or reasonable.

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### Notification of Late Arrival

An employee is required to call in absences two hours prior to the start of their scheduled shift.

### Workers' Rights in Emergencies

Kaweah Health is compliant with California SB1044 and prohibits taking adverse action against an employee for refusing to report to or leaving work during an emergency condition. prohibits from preventing an employee from accessing a mobile device during that time. This is specified as:

- Conditions of disaster or extreme peril to the safety of persons or property at the workplace or worksite caused by natural forces or a criminal act.
- An order to evacuate a workplace, a worksite, a worker's home, or the school of a worker's child due to natural disaster or a criminal act.

This paragraph does not apply to the following:

An employee or contractor of a health care facility who provides direct patient care, provides services supporting patient care operations during an emergency, or is required by law or policy to participate in emergency response or evacuation.

When feasible, an employee shall notify the employer of the emergency condition requiring the employee to leave or refuse to report to the workplace or worksite prior to leaving or refusing to report.

### Schedules

- a. Employees are scheduled to work during specified hours. Unless approved by management, those hours may not be adjusted to accommodate early or late arrival or departure.
- b. Employees who arrive for work early may not leave before the end of their scheduled work period unless authorized to do so by their management. Employees may be subject to discipline for incurring unauthorized overtime by reporting to work prior to their scheduled start time. Employees who arrive for work late may not remain on duty beyond the regular scheduled work time to make up the lost time unless authorized to do so by their management. Employees who are absent without approval but are allowed to makeup time will continue to be subject to disciplinary action for lack of reliability.
- c. Employees are only paid for actual hours worked.
- d. Employees may not shorten the normal workday by not taking or by combining full meal periods and rest break periods and may not leave before the end of their scheduled shift without the authorization of a supervisor.
- e. Any employee who leaves Kaweah Health premises during work hours must notify and obtain approval from management and/or their designee prior to departure. Employees must clock out and in for their absence.

- f. Employees are to give advanced notice for cancellation of any class or program in which they are enrolled, whether voluntary or mandatory. Advanced notice for cancellation defined as the following:
1. If class is on Tuesday through Friday, cancel the day before by 8:00am. EXAMPLE: Class is Wednesday at noon- must cancel before Tuesday 8:00 am.
  2. If class is on Monday, cancel prior to 23:59 on Saturday
  3. Classes need to be cancelled through our Learning Management System (LMS)
  4. If the employee cannot cancel in our LMS or they are past the defined time for advanced notice, the employee must contact their manager via phone or email letting them know they cannot attend.

~~0.5.~~ Employees must be on time.

~~0.6.~~ Failure to give advance notice may count as an occurrence under the Attendance Policy HR.184. Refer to Progressive Discipline policy HR 216.

~~i.g.~~ Employees who are absent from work for three days and have not contacted their department manager or supervisor will be assumed to have voluntarily terminated their employment. Employees who are absent from work without authorization and without providing proper notification to management may be considered to have abandoned their job and will be terminated from employment.

~~j.h.~~ Weekend Makeup Policy – Employees who call in on weekends may be required to make up weekend shifts missed. Weekend shift starts Fridays at 1800 and ends Mondays at 0600 <sup>4+1</sup> Weekend shifts will be scheduled for makeup on a successive schedule at the discretion of the scheduling coordinator/supervisor per staffing needs.

~~k.~~ Holiday Makeup Policy – Employees who call in on a <sup>2+2</sup> holiday which -is from 1800 the day before the holiday and ends 0600 the morning after the holiday, will be required to work another holiday or an extra weekend shift at the discretion of the scheduling coordinator/supervisor per staffing needs. Additionally, if employees call in on a holiday, the employee will receive a Level Written Warning.

### Holidays

Kaweah Health observes 72 holiday hours each year. Eligible employees may be scheduled a day off and will be paid provided adequate accrual exists within their PTO bank account for each observed holiday. Time off for the observance of holidays will always be in accordance Kaweah Health needs.

1. New Year's Day (January 1<sup>st</sup>)
2. President's Day (Third Monday in February)
3. Memorial Day (Last Monday in May)
4. Independence Day (July 4<sup>th</sup>)
5. Labor Day (First Monday in September)

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6. Thanksgiving Day (Fourth Thursday in November)
7. Day after Thanksgiving Day (Friday following Thanksgiving)
8. Christmas Day (December 25<sup>th</sup>)
9. Personal Day

### Loitering

Kaweah Health employees may not arrive to work greater than thirty (30) minutes prior to the start of their shift and may not remain within Kaweah Health facilities greater than thirty (30) minutes beyond the end of their shift without specific purpose and/or authorization to do so.

### Clocking

Employees ~~should~~may not clock in, may not begin work before the start of their scheduled shift and must discontinue work and clock out at the conclusion of their scheduled shift, unless instructed otherwise by their management. Employees may not work off-the-clock, including use of electronic communication.

Further information regarding this policy is available through your department manager or the Human Resources Department

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~~4.1.1 Weekend shift starts Fridays at 1800 and ends Mondays at 0600.~~

~~4.1.2 Holiday is from 1800 the day before the holiday and ends 0600 the morning after the holiday.~~

*“Responsibility for the review and revision of this Policy is assigned to the Chief Human Resources Officer. In some cases, such as Employee Benefits Policies, Summary Plan Descriptions and Plan Documents prevail over a policy. In all cases, Kaweah Health will follow Federal and State Law, as applicable, as well as Regulatory requirements. Policies are subject to change as approved by the Governing Board and will be communicated as approved after each Board Meeting. It is the employee’s responsibility to review and understand all Kaweah Health Policies and Procedures.”*

<b>Policy Number:</b> HR.234	<b>Date Created:</b> 06/01/2007
<b>Document Owner:</b> Dianne Cox (Chief Human Resources Officer)	<b>Date Approved:</b> <del>10/25/2023</del>
<b>Approvers:</b> Board of Directors (Administration)	
<b>Paid Time Off (PTO), Extended Illness Bank (EIB) and Healthy Workplace, Healthy Families Act of 2014</b>	

**Printed copies are for reference only. Please refer to the electronic copy for the latest version.**

### **POLICY:**

Paid Time Off (PTO), Extended Illness Bank (EIB) and Healthy Workplace, Healthy Families Workplace Act of 2014 – Paid Sick Leave (PSL) benefits are offered to all employees as defined in this policy. PTO is offered to full-time and part-time benefit eligible employees for leisure, celebration of holidays, short-term illness and other personal needs. EIB is offered to full-time and part-time benefit eligible employees for extended illness and Kin Care. Private Home Care staff, temporary staff/interims and Per Diem staff are not eligible for PTO or EIB but are eligible for Paid Sick Leave (PSL) as defined in this policy. Excessive occurrences of unapproved time off may result in disciplinary action. See Policy HR.184 Attendance and Punctuality.

This policy does not apply to Graduate Medical Education

### **PROCEDURE:**

#### Eligibility and Accrual for PTO and EIB

Full-time and part-time benefited employees are eligible to receive PTO and EIB as of the first pay period of eligibility (date of hire or transfer). If an eligible employee is changed to a non-eligible status, the PTO and EIB time accrual will cease. The employee will receive a lump-sum payment for all accrued PTO paid at 100% of their hourly rate of pay prior to the status change. During the non-eligible status, the employee will accrue PSL.

If a non-eligible employee is changed to an eligible status, the employee begins accruing PTO and EIB as of the first pay period in which the status change became effective; PSL accrual will cease. At no time will an employee accrue PTO and EIB as well as PSL. An employee accrues either PTO and EIB or PSL.

EIB accrual will be reinstated for employees who leave Kaweah Health and are rehired as follows:

- a. If left as non-benefited and rehired as a non-benefited, we will reinstate the ending available EIB balance into a reserve bucket. These hours are available for use.
- b. If terminated as a benefited and rehired as benefited, we will reinstate the

- c. ending EIB balance.
- c. If terminated as non-benefited and rehired as benefited, we will reinstate the ending available EIB balance from the reserved EIB balance (if any).
- d. If terminated as a benefited and rehired as non-benefited, we will reinstate the ending available EIB balance up to the **8048**-hour maximum, placing the excess EIB balance into a reserve bucket. These hours are not available for use.

The rate of PTO and EIB accrual received is based on years of service. Employees receive accruals on up to 80 eligible hours, per pay period. The bi-weekly pay period starts at 12 AM on a Sunday, and ends at 11:59 PM on the last Saturday of the pay period. Qualified service hours which count towards a year of service for the accrual rate include the following: regular hours worked (non-overtime), Flex Time Off, PTO FMLA, PTO unscheduled, PTO/PSL, PTO Sick/Pregnancy, PTO/Workers Compensation, Sitter Pay, Sleep Pay, PTO hours, bereavement hours, jury duty hours, training/workshop hours, orientation hours, and mandatory dock hours. Neither EIB nor PTO accruals will be earned while employees are being paid EIB hours.

All Other Employees					Directors					Chiefs				
Beg Years	End Years	PTO Max Hrly Accrual Rate (Up to 80 elg hrs)	Max Hours accrued per pay period	PTO Days per year	Beg Years	End Years	PTO Max Hrly Accrual Rate (Up to 80 elg hrs)	Max Hours accrued per pay period	PTO Days per year	Beg Years	End Years	PTO Max Hrly Accrual Rate (Up to 80 elg hrs)	Max Hours Accrued per pay period	PTO Days per year
0.0	4.9	0.084625	6.77	22	0.0	4.9	0.103875	8.3	27	0.0	1.0	0.103875	8.3	27
5.0	9.9	0.103875	8.31	27	5.0	9.9	0.123000	9.8	32	1.1	4.0	0.123000	9.8	32
10.0	14.9	0.123000	9.84	32	10.0	14.9	0.142250	11.4	37	4.1	9.0	0.142250	11.4	37
15	19.9	0.126875	10.15	33	15	19.9	0.146125	11.7	38	9.1	13.5	0.146125	11.7	38
20	24.9	0.130750	10.46	34	20	24.9	0.150000	12.0	39	13.6	18.0	0.150000	12.0	39
25	26.9	0.134625	10.77	35	25	26.9	0.153875	12.3	40	18.1	22.5	0.153875	12.3	40
27	28.9	0.138500	11.08	36	27	28.9	0.157750	12.6	41	22.6	27.0	0.157750	12.6	41
29+		0.142375	11.39	37	29+		0.161625	12.9	42	27.1		0.161625	12.9	42

Eligibility and Accrual for PSL

PSL eligible employees include Per-Diem, Private Home Care, and Part-Time non- benefit eligible employees. PSL eligible employees will accrue at the rate of one hour per every 30 hours worked (.033333 per hour); accrual begins as of the first pay period. A new employee is entitled to use PSL beginning on the first day of employment. Employees are limited to **4024** hours of use of accrued time in each calendar year. PSL will carry over to the following calendar year not to exceed **8048** hours of accrual in any calendar year.

Maximum Accruals

The maximum PTO accrual allowed is 400 hours. The accrual will cease once the maximum accrual is reached until PTO hours are used or cashed out. The maximum EIB accrual is 2000 hours; the maximum PSL accrual is **8048** hours in a calendar year. No payment is made for accrued EIB or PSL time when employment with Kaweah Health ends for any reason.

Requesting, Scheduling, and Access to PTO, EIB and PSL

Employees are required to use accrued PTO for time off for illness or unexpected absence occurrences.

Routine unpaid time off is not allowed. Any requests for unpaid time should be considered only on a case-by-case basis taking into consideration the need for additional staffing to replace the employee and other departmental impacts. It is the responsibility of management to monitor compliance. Employees should be aware that unpaid time off could potentially affect their eligibility for benefits.

Any planned request for PTO time, whether for traditional holiday, for vacation time or otherwise must be approved in advance by management. Management will consider the employee's request as well as the needs of the department. In unusual circumstances, management may need to change the PTO requests of employees based upon the business and operational needs of Kaweah Health. In such situations, Kaweah Health is not responsible for costs employees may incur as a result of a change in their scheduled PTO time.

#### AB 1522 Healthy Workplace Healthy Families Act of 2014

An employee may utilize up to ~~40~~<sup>24</sup> hours of PTO or PSL in a calendar year (January-December) period for the following purposes:

- a) Diagnosis, care, or treatment of an existing health condition, or preventative care for an employee or an employee's designated person, family member, as defined as employee's parent, child, spouse, registered domestic partner, grandparent, grandchild, and siblings.
- b) "Family Member" means any of the following:
  - i. A child, which for purposes of this policy means a biological, adopted or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis; this definition of child is applicable regardless of age or dependency status.
  - ii. A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.
  - iii. Spouse
  - iv. Registered domestic partner
  - v. Grandparent
  - vi. Grandchild
  - vii. Sibling
- c) Designated Person means the following:
  - i. Under the California Family Rights Act (CFRA) and California Healthy Workplaces Health Families Act (HWHFA) an employee will be able to identify a designated person for whom they want to use leave when they request unpaid CFRA or paid HWHFA.
- d) For an employee who is a victim of domestic violence, sexual assault or stalking, as specified.

There is no cash out provision for the PSL accrual, including upon termination of employment or with a status change to a benefit eligible position. However, if an

employee separates from Kaweah Health and is rehired within one year, previously accrued and unused PSL will be reinstated.

PSL and PTO time shall be utilized at a minimum of 1-hour increments and no more than the length of the employee's shift.

PTO and PSL time taken under this section is not subject to the Progressive Discipline Policy HR.216.

#### Time Off Due To Extended Illness

Employees who are absent due to illness for more than three (3) consecutive work days should notify their manager and contact the Human Resources Department to determine if they are eligible for a leave of absence. Accrued EIB can be utilized for an approved continuous leave of absence beyond 24 hours and if admitted to a hospital or have a medical procedure under anesthesia. However, in instances when an employee has been issued Disciplinary Action and directed to provide a doctor's note for all sick days, then an employee may need to submit a doctor's note.

Employees who are absent due to illness for more than seven (7) consecutive days should file a claim for California State Disability Insurance. Claim forms are available in Human Resources. State Disability payments will be supplemented with any accrued EIB time by the Payroll Department and PTO at the employee's request.

Employees who are absent with an Intermittent Leave under FMLA/CFRA are required to use accrued PTO for their absences, at no less than one hour and no more than the regular length of the shift.

#### Time Off Due to Kin Care

Kin Care allows eligible employees to use up to one-half (1/2) of the Extended Illness Bank (EIB) that they accrue annually in a calendar year to take time off to care for a sick family member. Only employees who accrue EIB are eligible for Kin Care. No more than one-half of an employee's EIB accrual in a calendar year period can be counted as Kin Care. An employee who has exhausted their EIB and then is absent to care for a sick family member cannot claim that absence under Kin Care.

Kin Care can be used to care for a sick family member, to include a spouse or registered domestic partner, child of an employee, "child" means a biological, foster, or adopted child, a stepchild, a legal ward, a child of a domestic partner, or a child or a person standing in loco parentis, parents, parents-in-law, siblings, grandchildren and grandparents.

EIB time taken under this section to care for an immediate family member is not subject to the Progressive Discipline Policy HR.216.

#### Holidays

Kaweah Health observes 72 holiday hours each year. Eligible employees may be scheduled a day off and will be paid provided adequate accrual exists within their PTO bank account for each observed holiday. Time off for the observance of holidays will always be in accordance Kaweah Health needs.

1. New Year's Day (January 1<sup>st</sup>)
2. President's Day (Third Monday in February)
3. Memorial Day (Last Monday in May)
4. Independence Day (July 4<sup>th</sup>)
5. Labor Day (First Monday in September)
6. Thanksgiving Day (Fourth Thursday in November)
7. Day after Thanksgiving Day (Friday following Thanksgiving)
8. Christmas Day (December 25<sup>th</sup>)
9. Personal Day

Business departments and/or non-patient care areas will typically be closed in observance of the noted holidays. Where this is the case, employees assigned to and working in these departments will be scheduled for a day off on the day the department is closed. Employees affected by department closures for holidays should maintain an adequate number of hours within their PTO banks to ensure that time off is with pay.

In business departments and/or non-patient care areas, holidays, which fall on Saturday, will typically be observed on the Friday preceding the actual holiday and holidays, which fall on Sunday, will be observed on the Monday following the actual holiday.

Employees who work hours on some of these holidays may be eligible for holiday differential. For more information of eligibility, see policy HR.75 Differential Pay- Shift, Holiday, and Weekend.

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