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

Cindy Moccio
Board Clerk, Executive Assistant to CEO / CNO

DISTRIBUTION:
Governing Board
Legal Counsel
Executive Team
Chief of Staff
http://www.kaweahhealth.org
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 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.
# 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 Currently under review
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 Currently under review
6 Pulmonology TBD 10/15/2023 Site Visit: 12/7/23 Currently under review
7 Radiation Oncology TBD 10/12/2023 Site Visit: 11/29/23 Currently under review
8 Radiation Oncology TBD 10/12/2023 Site Visit: 12/8/23 Currently under review
9 Orthopedic Sports/Gen Orthopaedic Associates Medical Clinic, inc 10/9/2023 Site Visit: 12/15/23 Currently under review - Not available until 2025
10 Gastroenterology TBD 9/25/2023 Currently under review
11 Family Medicine TBD 9/22/2023 Site Visit: 10/23/23 Currently under review
12 EP TBD 9/11/2023 Currently under review
13 Neurology Kaweah Delta Neurology 8/11/2023 Preparing Offer

# 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 7/11/2023 Currently under review
16 Hospitalist Central Valley Critical Care Medicine 7/11/2023 Currently under review
17 Hospitalist Central Valley Critical Care Medicine 7/11/2023 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 8/18/2023 Currently under review
Starting with the Why

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
## Kaweah Care Pulse Survey Results

<table>
<thead>
<tr>
<th>Dimensions</th>
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<th>Unfavorable</th>
<th>Neutral</th>
<th>Favorable</th>
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<tbody>
<tr>
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<td>4.36</td>
<td>6</td>
<td>90</td>
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<tr>
<td>Kaweah Care is how we make our patients/customers feel</td>
<td>4.22</td>
<td>11</td>
<td>84</td>
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<tr>
<td>Kaweah Care is how we make our coworkers feel</td>
<td>4.13</td>
<td>5</td>
<td>82</td>
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<tr>
<td>My unit/department has a Kaweah Care culture</td>
<td>4.08</td>
<td>7</td>
<td>78</td>
<td></td>
</tr>
<tr>
<td>Kaweah Care is how we feel as employees</td>
<td>3.92</td>
<td>10</td>
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<tr>
<td>Kaweah Health has a Kaweah Care culture</td>
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<tr>
<td>Kaweah Care is how our community feels about us</td>
<td>3.81</td>
<td>12</td>
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</table>
Proposed Kaweah Care Branding

More than medicine. Life.

World-class Experiences. Every Person, Every Time.

How We Make Others Feel

Employees

Patients & Community

Physicians

kaweahhealth.org
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

The quality of Kaweah is judged by the quality of its team. To ensure that we consistently maintain high standards of quality, that we practice care that is respectful of everyone, and that our patients, their families, our 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 of Kaweah Health by looking at and being sensitive to their emotional, spiritual, social, and cultural needs. Qualit and service are always delivered with compassion, respect, and attention to detail to exceed the needs of those we serve.

• Introduces self and always greets others with a smile.
• Responds to a smiling manner to patients, customers, and colleagues (for example, ask, greet, see, listen, validate, and help).
• Creates an environment where patients, customers, and colleagues regularly ensure they feel cared for and valued.
• Compliments with empathy the way they prefer (for example, using ‘I’ statements) and give permission to address them formally.
• Compliments nicely and respectfully in speech and writing, including telephone, email, and text.
• Cultivates conversations with “is there anything else I can do for you?”
• Has effective interactions with people regardless of their role or position.
• Offers answers appropriate for the situation.
• Monitors a quiet environment, makes personal conversation out of hearing of patients, visitors, and staff.

Commitment to Colleagues
We are committed to maintaining a professional environment with a staff that respects the way we serve and cares for each other and our community. To deliver the services we provide to our community.

• Takes personal responsibility for themselves and the workplace, demonstrating a professional image at all times by respecting each other, property, and clients.
• Monitors and understands the responses of others, taking a change in and accepts these responses timely.
• Does the right thing, first time, by doing what is right for those we serve.
• Completes self-evaluation for annual performance review on time.
• Demonstrates professionally for role and in a patient, staff, and family setting, knowing that a confident, professional image is essential (for example, wearing ID badge that is in good condition, chest high in the voice).
• Sets our environment and takes the initiative to keep our facilities neat and clean.

Accountable Leadership Core Competencies

1. Lead by Example:
• Serves as role model for the department(s)/team member(s).
• Demonstrates support, role model, and enforces accountability with the role.
• Enforces effective working relationships with staff, Directors, Managers, and Physicians by improving goals and effectively problem solving.

2. Accountable Leadership Core Competencies

3. Improve the Quality of Their Services

4. Provide the Highest Quality Customer Experience and Service

Why? To be your world-class healthcare choice.
## Proposed Full Day Orientation

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

<table>
<thead>
<tr>
<th>Start Date</th>
<th>TBD Based on GME availability, 30-Day Notice for Presenters</th>
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<tbody>
<tr>
<td>Frequency</td>
<td>Bi-weekly aligned with pay periods</td>
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<tr>
<td>Capacity</td>
<td>52 (GME East, GME West, Lab A, Lab B)</td>
</tr>
<tr>
<td>Communication Plan</td>
<td>ONRO, Clin Ed, ET, Presenters, Management Group</td>
</tr>
</tbody>
</table>

kaweahhealth.org
Stay Survey Insights

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

<table>
<thead>
<tr>
<th>Performance Score</th>
<th>Unfavorable</th>
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<td>Nov-22</td>
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<td>Dec-22</td>
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Average Response Rate 24%

4.08 on average for Jan-November 2022

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Average Response Rate 23%

3.97 on average for Jan-November 2023
Stay Survey Insights

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

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<tr>
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3.92 average for Jan-November 2022

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<td>Nov-23</td>
<td>3.95</td>
<td>9</td>
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<td>73</td>
</tr>
</tbody>
</table>

3.90 average for Jan-November 2023
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
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 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 21st 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
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%:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Matching Contribution</th>
<th>Maximum Matching Salary Deferral or ROTH Deferral Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2</td>
<td>50%</td>
<td>3% of Compensation</td>
</tr>
<tr>
<td>3-5</td>
<td>50%</td>
<td>4% of Compensation</td>
</tr>
<tr>
<td>6-10</td>
<td>50%</td>
<td>5% of Compensation</td>
</tr>
<tr>
<td>11 or more</td>
<td>50%</td>
<td>6% of Compensation</td>
</tr>
</tbody>
</table>

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 March Contribution Formula is outlined in the following table:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Matching Contribution</th>
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</tr>
</tbody>
</table>

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 21st 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
Attendance & Punctuality

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:

Absenteism 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)*

- 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**

<table>
<thead>
<tr>
<th>Counseling</th>
<th>Occurrences</th>
<th>Introductory Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verbal Warning</td>
<td>2 ( \leq 4 )</td>
<td>24</td>
</tr>
<tr>
<td>Level I Written Warning</td>
<td>3 ( \leq 6 )</td>
<td>NA</td>
</tr>
<tr>
<td>Level II Written Warning</td>
<td>4 ( \leq 6 )</td>
<td></td>
</tr>
<tr>
<td>Level III Written Warning</td>
<td>5 ( \leq 7 )</td>
<td></td>
</tr>
<tr>
<td>Termination</td>
<td>6 ( \leq 8 )</td>
<td>35</td>
</tr>
</tbody>
</table>

**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
Attendance & Punctuality

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.
Attendance & Punctuality

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 8:00 am. 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. 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 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 1st)
2. President’s Day (Third Monday in February)
3. Memorial Day (Last Monday in May)
4. Independence Day (July 4th)
5. Labor Day (First Monday in September)
Attendance & Punctuality

6. Thanksgiving Day (Fourth Thursday in November)
7. Day after Thanksgiving Day (Friday following Thanksgiving)
8. Christmas Day (December 25th)
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.
Attendance & Punctuality

Weekend shift starts Fridays at 1800 and ends Mondays at 0600.
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.”
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...
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 80 48-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.

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 40 24 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 4024 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 1st)
2. President’s Day (Third Monday in February)
3. Memorial Day (Last Monday in May)
4. Independence Day (July 4th)
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 25th)
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.

“Responsibility for the review and revision of this Policy is assigned to the Chief of Human Resources. 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 staff member’s responsibility to review and understand all Kaweah Health Policies and Procedures.”