

Kaweah Delta Health Care District Board of Directors Meeting

Health is our Passion. Excellence is our Focus. Compassion is our Promise.



DATE POSTED: May 15, 2026

NOTICE

Date: Wednesday, May 20, 2026 – HR Board Committee Meeting
Location: Kaweah Health Medical Center – Executive Office Conference Room
Address: 305 W. Acequia Avenue, Visalia, California 93291

Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/KelsieD/kaweahdeltahealthcaredistrictboardofdirectorsmeeti>

You can also dial in using your phone.

Access Code: 460-561-181

United States: [+1 \(646\) 749-3122](tel:+16467493122)

SCHEDULE:

- **4:00 PM** – Open Session

AMERICANS WITH DISABILITIES ACT (ADA) NOTICE:

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

POSTING NOTICE:

All Kaweah Delta Health Care District regular Board and committee meeting notices and agendas are posted at least **72 hours** prior to the meeting (and **24 hours** prior to special meetings) in the Kaweah Health Medical Center, Mineral King Wing, near the Mineral King entrance, in accordance with Government Code §54954.2(a)(1).

PUBLIC RECORDS:

Disclosable public records related to this agenda are available for public inspection at:
Kaweah Health Medical Center – Acequia Wing, Executive Offices (1st Floor)
400 West Mineral King Avenue, Visalia, CA 93291

Mike Olmos • Zone 1
Board Member

Jonna Schengel • Zone 2
Board Member

Dean Levitan, MD • Zone 3
Secretary/Treasurer

David Francis • Zone 4
President

Armando Murrieta • Zone 5
Vice President

Kaweah Delta Health Care District

Board of Directors Meeting

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You may also request records by contacting the Board Clerk at (559) 624-2330 or kedavis@kaweahhealth.org, or by visiting the District's website at www.kaweahhealth.org.

KAWEAH DELTA HEALTH CARE DISTRICT

David Francis, Secretary/Treasurer

Prepared by:

A handwritten signature in blue ink, appearing to read "Kelsie K. Davis".

Kelsie K. Davis
Board Clerk / Executive Assistant to the CEO

DISTRIBUTION:

Governing Board, Legal Counsel, Executive Team, Chief of Staff, www.kaweahhealth.org

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Kaweah Delta Health Care District Board of Directors Meeting

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This agenda is posted in compliance with the Ralph M. Brown Act, including amendments enacted under Senate Bill 707.

KAWEAH DELTA HEALTH CARE DISTRICT BOARD OF DIRECTORS HUMAN RESOURCE COMMITTEE MEETING

Kaweah Health Medical Center – Executive Office Conference Room
305 W. Acequia, Visalia, CA

Wednesday May 20, 2026 {Committee Meeting}

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OPEN SESSION 4:00 PM

ATTENDING: Directors: Jonna Schengel (Chair) & Armando; Marc Mertz, Chief Executive 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; Jaime Morales, Director of Talent Acquisition; JC Palermo, Director of Physician Recruitment; Dr. Paul Stefanacci, Chief Medical Officer/Chief Quality Officer; Kelsie Davis, Recording

- 1. CALL TO ORDER**
- 2. PUBLIC COMMENT ON CLOSED SESSION ITEMS ONLY** – 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.
- 3. MINUTES-** Review of open minutes from March 2026.
Recommended action to send minutes to the Board of Directors.
- 4. MEDICAL STAFF RECRUITMENT**– Overview and discussion of the monthly physician recruitment report.
- 5. IDEAL ENVIRONMENT STRATEGIC INITIATIVE-** An update on the progress and ongoing development of the plan.

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- 6. KAWEAH CARE STEERING COMMITTEE** - Presentation and Engagement Update.
- 7. HUMAN RESOURCE POLICIES**- Revised policies to be forwarded to the Board of Directors.
Recommended action to send minutes to the Board of Directors.
- 8. ADJOURN**

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Agenda Posting and Public Records

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Wednesday May 20, 2026

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Vice President



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

Tuesday March 10, 2026
Kaweah Health Medical Center
305 Acequia Avenue, Executive Office Conference Room

PRESENT: Directors: Armando Murrieta (chair) and Jonna Schengel; Marc Mertz, CEO; Dianne Cox, Chief Human Resource Officer; Raleen Larez, Director of Employee Relations; Hannah Mitchell, Director of Organizational Development; JC Palermo, Director of Physician Recruitment; Paul Stefanacci, M.D., Chief Medical & Quality Officer; Kelsie Davis, recording

CALLED TO ORDER – at 4:00pm by Armando Murrieta

PUBLIC PARTICIPATION –None.

MINUTES- Reviewed from March 10, 2026.

MEDICAL STAFF RECRUITMENT – JC gave an updated overview and discussion of the monthly physician recruitment report. The report is attached hereto the minutes.

IDEAL ENVIRONEMNT STRATEGIC INITIATIVE- Dianne gave a high-level overview of the attached strategic imitative.

KAWEAH CARE STEERING COMMITTEE- Hannah, Jaime and team reviewed the attached slides on initiatives.

HUMAN RESOURCES POLICIES – Brittany and Raleen reviewed the Human Resources policies as revised and recommended to be presented to the Board for approval. Attached hereto the minutes.

ADJOURN – at 5:03pm by Armando Murrieta

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Kaweah Care

Employee Engagement &
Experience

April 2026 Update



kaweahhealth.org



Kaweah Health
MORE THAN MEDICINE. LIFE.

Mission and Vision Communication

**MISSION
VISION &
PILLARS**

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

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

PILLARS

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

- April/May
 - Tie Mission and Marc’s why into Starlight opening/closing speeches
 - Nurse’s Week and Hospital Week NYCU with tie-ins to Mission/Vision/Kaweah Care
 - Related activity during Hospital Week
- August/September
 - Executive rounding on the Mission and Vision

Employee Engagement & Experience – FY26 Recap

- 7/1 - 7/15: National Anthem Singing Contest
- 7/3 - 7/4: Red, White, and Blue Dress-Up Day
- 7/16: Kaweah Health Skate Night @ Roller Towne
- 7/31: Just Culture Scenario Review
- 7/31: Certification Mentorship Program Kickoff
- 8/1: Schwartz Rounds “My Best Day at Work”
- 8/4: Kaweah Health Choir Formed
- 8/8: KHU Scholars Luncheon Kickoff
- 8/16: Kaweah Health Rawhide Night
- 8/18: International Day of Charity Drive Kickoff
- 8/22: Leaving Austin Ticket Giveaway
- 8/29: Rawhide Toy Story Night Ticket Giveaway
- 9/1 - 9/30: School Photo Gallery on Compass
- 9/5: International Day of Charity Drive Collection
- 10/1 - 10/31: Pink Wednesdays
- 10/3: Schwartz Rounds – Embracing Our Differences, Connecting with Compassion
- 10/30: Dia de los Muertos Event
- 10/31: Halloween Festival, Pumpkin Showdown, and Dress-up Day
- 11/4 - 12/12: Street Medicine Holiday Giving Drive
- 11/11: Veteran’s Day Recognition Ceremony
- 11/17 - 11/21: Cobber & Ice Cream
- 12/1: Holiday Cheer
- 12/5: Schwartz Rounds – Why I Do What I Do
- 12/8 - 12/12: Holiday Meal
- 12/31: New Year New TV Giveaway
- 1/7: Emerging Leaders cohort 7 starts
- 1/15: Service Awards Luncheon
- 1/23: First Unitek Cohort Graduation
- 2/1 – 2/28: Red Fridays
- 2/11: Leadership Academy cohort 6 starts
- 2/13: Schwartz Rounds
- 2/20: Employee Art Show
- 3/2-3/6: Resident Appreciation Week
- 3/4: Lauch of We Give Wednesdays
- 3/6: Staff Appreciation Day
- 3/17: Wear Green for St. Patrick’s Day & Gold Coin Hunt
- 3/25: Rawhide Ticket Giveaway Launch
- 3/27: Celebration of Life
- 3/30: Doctor’s Day
- 3/31: TJC Food Truck Celebration

Employee Engagement & Experience – April & May

- 4/1: *Emerging Leaders* Cohort 8 Start
- 4/23: Starlight Awards
- 5/4 – 5/8: Nurses Week (observed)
- 5/11 – 5/15: Hospital Week
- 5/21: Rawhide Night
- TBD: Pursuit of Healthiness Kaweah Compass Gallery
- Ongoing opportunities and programs include
 - We Give Wednesdays, Employee Huddles, World-class Employee and Team of the Month, Kaweah Care recognitions, JWD funds, Kaweah Compass activities and team recognition week emails, service awards, retirement recognitions, Kaweah Shares, emergency relief, Jersey Fridays, food trucks and farmers' market, Pet Therapy, Self-Care Calendars, KEEP, and more



Observances & Recognition Days – April & May

April		
Month-Long Observances	Week-Long Observances	Day Observances
Alcohol Awareness Month	National Public Health Week (4/6-4/12)	April Fool's Day (4/1)
Autism Awareness Month	Occupational Health Nurses Week (4/5-4/11)	International Infection Preventionist Day (4/4)
National Child Abuse Prevention Month	Black Maternal Health Week (4/11-4/17)	World Health Day (4/7)
Testicular Cancer Awareness Month	Oral, Head, and Neck Cancer Awareness Week (4/15-4/22)	National Youth HIV/AIDS Awareness Day (4/10)
National Limb Loss and Limb Difference Awareness Month	Pediatric Sepsis Week (4/19-4/25)	Transplant Nurses Day (4/15)
Sexual Assault Awareness and Prevention Month	World Immunization Week (4/24-4/30)	National Healthcare Decisions Day (4/16)
Healthcare Thought Leadership and Innovation Month	National Infertility Awareness Week (4/19-4/25)	World Hemophilia Day (4/17)
Foot Health Awareness Month	Patient Access Week (4/5-4/11)	Volunteer Recognition Day (4/20)
National Humor Month	Every Kid Healthy Week (4/20-4/24)	Easter (4/5)
Occupational Therapy Month	Health Information Professionals Week (4/18-4/24)	National Earth Day (4/22)
Counseling Awareness Month	National Infant Immunization Week (4/20-4/27)	DEA National Drug Take Back Day (4/25)
National Minority Health Month	National Administrative Professionals Week (4/19-4/25)	World Autism Awareness Day (4/2)
Sexually Transmitted Infections Awareness Month	Medical Laboratory Professionals Week (4/19-4/25)	World Parkinson's Day (4/11)
Head & Neck Cancer Awareness Month	Patient Experience Week (4/27-5/1)	Radiology Nurses Day (4/12)
Parkinson's Awareness Month	National Volunteer Week (4/19-4/25)	National Healthcare Decisions Day (4/16)
Defeat Diabetes Month		World Hemophilia Day (4/17)
Workplace Violence Prevention Awareness Month		DNA Day (4/25)
Irritable Bowel Syndrome Awareness Month		World Malaria (4/25)
National Cancer Prevention and Early Detection Month		World Day for Safety and Health at Work (4/28)

May		
Month-Long Observances	Week-Long Observances	Day Observances
Global Employee Health and Fitness Month	Medical Fitness Week (5/3-5/9)	World Hand Hygiene Day (5/5)
Skin Cancer Awareness Month	National Nurses Week (5/6-5/12)	Cinco De Mayo (5/5)
Osteoporosis Awareness & Prevention Month	Maternal Sepsis Week (5/10-5/16)	World Asthma Day (5/5)
National Critical Care Awareness and Recognition Month	National Hospital Week (5/10-5/16)	National Interpreter Appreciation Day (5/6)
National Trauma Awareness Month	Food Allergy Awareness Week (5/10-5/16)	National Receptionists Day (5/13)
National Nurse's Month	National Skilled Nursing Care Week (5/10-5/16)	World Maternal Mental Health Day (5/6)
National Mental Health Month	Healthcare Documentation Integrity Week (5/17-5/23)	Children's Mental Health Awareness Day (5/7)
Neurofibromatosis Awareness Month	Children's Mental Health Awareness Week (5/3-5/9)	World Lupus Day (5/10)
National Physical Fitness and Sports Month	Air Quality Awareness Week (5/4-5/8)	Mother's Day (5/10)
National Osteoporosis Month		Fibromyalgia Awareness Day (5/12)
Hepatitis Awareness Month		National Hepatitis Testing Day (5/19)
Huntington's Disease Awareness Month		World Autoimmune & Autoinflammatory Arthritis Day (5/20)
National Teen Pregnancy Prevention Month		National Gout Awareness Day (5/22)
Melanoma/Skin Cancer Detection and Prevention Month		Memorial Day (5/25)
National Arthritis Awareness Month		National Senior Health & Fitness Day (5/27)
Oncology Nursing Month		National Student Nurses Day (5/8)
National Stroke Awareness Month		Medical Coder Day (5/23)
Lupus Awareness Month		World No Tobacco Day (5/31)
Speech Therapy Month		

See email from Ariana Jasso for the full calendar year. Please code JWD Expenses to cost center 8880 spend category Job Well Done.

Kaweah Care Tip of the Month



Kaweah Care

Kaweah Care Tip of the Month

Our Kaweah Care culture is thriving. This month alone, we received ~900 Kaweah Care nominations for employees doing the "little things" and doing them right. It's these little acts of kindness that make a big impression on those we serve and each other. That is why we are introducing a monthly "Kaweah Care Tip" to help us stay mindful of the small things that make a big impact.

This month's focus:

Smile and greet everyone you meet.

It sounds simple, but the science is real.
Did you know it takes 47 muscles to frown but only 13 to smile?
Choosing to smile is literally less work for your face.

The Benefits:

For You: Smiling triggers mood-boosting hormones and lowers stress levels (cortisol and adrenaline).

For Others: A simple greeting can be the most impactful part of someone's day.

Next time you're in the hallway or entering a unit, give it a shot. It costs nothing but changes everything.

"Smiles are infections - Help someone catch yours!"

 Recognize a Physician	Did you know we can also recognize a Physician to receive a Kaweah Care?
 Recognize an Employee	Every month, we randomly select one name to receive a \$50 gift card. Please join me in celebrating our World-Class Kaweah Care Winner: Kimberly Thompson, Charge Nurse Labor and Delivery
 Nominate an Employee of the Month	
 Nominate a Team of the Month	

- New monthly publication with winner and tips
- Mindful of the small things that make a big impact
- Focus on Kaweah Care and Behavioral Standards topics
 - Every person, every time
 - Teamwork makes the dream work
 - Small acts of kindness
 - Answering the phone
 - Managing up
 - Blameless apology
 - Service recovery
 - Keeping our space looking its best

KHU Scholars Program

- Free, self-paced, curated learning paths in Workday
- Earn a KHU certificate
- Invite to Scholars Luncheon
- 30 KHU Scholars Programs available
 - Search LRN: KHU in Workday for the full list
- New program for April
 - Windows 11 & Microsoft 365
- Open to topic suggestions



Join the Kaweah Health University Scholars Program!

The KHU Scholars Program is free for all employees—self-paced, flexible, and designed for your growth. Earn a certificate and an invite to our exclusive Scholars Luncheon.

Sign up in Workday Learning (search LRN: KHU).

- Leadership Foundations
- Microsoft Office
- Customer Service
- Public Speaking
- Financial Wellness
- Clinical Excellence (CE Eligible)
- Emotional Intelligence & Communication
- Healthcare Billing, Coding & Documentation
- Pharmacy Excellence I (ACPE CE Eligible)
- Spanish for Healthcare
- Lean Six Sigma (Certification Prep & Exam)
- Professional in HR (PHR®) Exam Prep
- Innovative Thinking & Creativity
- Anger and Conflict Management
- ...and many more!

 Kaweah Health University

Kaweah Care Physician Engagement

April 7, 2026



kawahhealth.org



Areas of Focus

- **Workspace Enhancements**
- **KDHub Optimization**
- **Physician Engagement Survey**
- **Onboarding and Mentoring Medical Staff**
- **Resident Retention**

Workspace Enhancement

Surgery Locker Room Remodel	Renovation and Expansion of Surgeon Locker Rooms and Surgeon Lounge	Project Status <ul style="list-style-type: none">• Design: Complete• Construction: Pending State Approval
Medical Staff Lounge Restructure	Remodel and Expand Physician Lounge: Work Area / Lounge / Dining	Project Status <ul style="list-style-type: none">• Design: Complete• Construction: Pending State Approval
Medical Resource Center Expansion	Update/Reconfigure Existing Resource Center Create Dedicated GME Space	Project Status <ul style="list-style-type: none">• Design: Complete• Construction: Project Approved• Next step: pending completion of other projects

KDHub Optimization

CernerConnect Messaging	<u>Critical Result Communication: Radiology & Emergency Department</u> <ul style="list-style-type: none">Leah's team is continuing to work with Dr. Talley, Radiologist, Renee Lauck, and emergency department leadersPiloting an icon that opens both FirstNet and Connect Messenger
Physician Orders	<u>March Updates</u> <p>“High Flow Oxygen Therapy” and “High Flow Oxygen Therapy Per RT” order updates MED Hypercalcemia Treatment PowerPlan MED Vasoactive Non-Titrating Drips PowerPlan Proton Pump Inhibitor order updates : Indications for use no longer required Lung Cancer Screening Referral Order updated to include mandatory criteria Acetylcysteine (NAC) PowerPlans to match our local poison control protocols</p> <u>Planned April Updates</u> <p>Bowel Regimen Protocol for MedSurg units CC Rapid Aspirin Desensitization PowerPlan MitraClip PowerPlans Fentanyl IV PCA PowerPlan</p>

KDHub Optimization

AI Projects	<ul style="list-style-type: none">• AI Rollout complete for Ambulatory and Urgent Cares, all new physicians or specialty physicians working prn will continue to be set up. - Complete• AI Pilot in the Emergency Department started February 2026, group of Advanced Practice Providers and Attendings. - In Progress
Workstations	<ul style="list-style-type: none">• Computers in Cath Lab dedicated to physician use only updated to most current, replaced monitors outside of each cath lab room as needed. – In progress• Computers in physician dictation on 3W and Cath Lab updated to most current, monitors standardized and updated as needed. – In progress
Physician Documentation	<ul style="list-style-type: none">• Consent updates for patients who decline blood transfusions-2026• Consent updates for OB patients who decline blood transfusions-2026• Optimizations for OB H&P to include induction safety check – Tentative April 2026• H&P and Post Procedure Templates for Interventional Radiology – Go live March/April 2026• Electronic whiteboard added to Cardiology View – Go live March 2026• Reviewing Requested Updates to OB Templates – Go live TBD• Informatics is partnering with the Wound Care Team to provide education to physicians on use of the Protective Wound Care PowerPlan-April 2026

Physician Engagement

Communication	OPPORTUNITIES <ul style="list-style-type: none">• Communication between physicians, nurses, and other medical personnel is good in this organization.• Communication between units/departments is effective in this organization.• Hospital administration is responsive to feedback from physicians.• I can easily communicate any ideas and/or concerns I may have to hospital administration.	Medical Staff Communication <ul style="list-style-type: none">• Dr. Randolph is committed to being available and accessible to the Kaweah Health workforce• A flyer is being designed with a QR code that links to Dr. Randolphs contact information Executive Team Communication <ul style="list-style-type: none">• CEO, CNO & COO Department Updates Quarterly Medical Staff Meeting <ul style="list-style-type: none">• Assist with Department Chairs with Updates
Quality	OPPORTUNITIES <ul style="list-style-type: none">• Kaweah Health provides high-quality care and service• Kaweah Health makes every effort to deliver safe, error-free care to patients• Kaweah Health cares about quality improvement	Department Quality Priorities <ul style="list-style-type: none">• Medical Staff Office to assist Departments in identifying Department Goals and Objectives• Develop Metrics and Standard Reports• Currently identifying OPPE Department Quality Indicators• Offer CME at Department Meetings

Onboarding & Mentoring

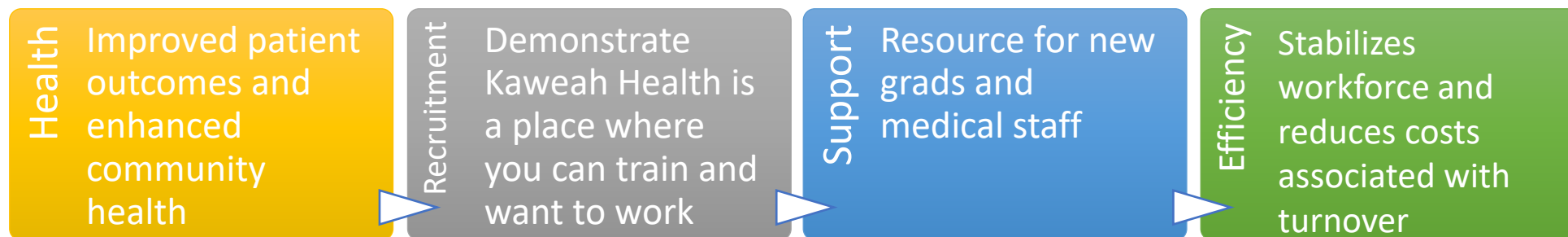
Onboarding	<p>Optimize Recruitment to Active Staff Process</p> <ul style="list-style-type: none">• Coordinate Process across Stakeholders<ul style="list-style-type: none">• Recruitment• Medical Staff Services• Contracting• ISS <p>Goal: Reduce Onboarding Time</p>	<p>Streamline Application process</p> <ul style="list-style-type: none">• 5 question survey to new medical staff regarding their onboarding experience• Collaborate with Physician Recruitment Department to minimize timeline between contract/credentialing
Mentoring	<p>Provide Health System Education & Training</p> <ul style="list-style-type: none">• Regulatory Requirements• Medical Staff Policies• ISS – Cerner Training <p>Support Physician Orientation</p> <ul style="list-style-type: none">• Utilize established physicians for practice guidance• Provide support for community introduction <p>Goal: Support physician practice establishment and introduction to Community</p>	<p>Implement Physician Mentoring</p> <ul style="list-style-type: none">• MEC to support the development of an Ambassador/Mentor Program to assist new physicians• Consider utilizing existing contracted groups for mentoring <p>New Physician Orientation</p> <ul style="list-style-type: none">• Consider Meeting or Dinner• Identify desired content

Resident Retention

Strategy



Benefits



Resident Retention Updates

Strategy

- **Build** (loyalty) – residents/fellows contributing to a monthly “blog” to educate the community on various health topics
- **Showcase** (career potential) – working with PHY Recruitment and Ambulatory leaders to define/create employment models (Friendly PC?)
- **Integrate** (family/support systems) – questionnaire for incoming residents to connect them with community resources
- **Reduce** (perceived risk of staying) – frequent communication and contact re professional goals
- **Create** (emotional anchor) – identify ways to amplify program involvement in educational activities that matter

Resident Retention

- FM – Brandy Truong, MD, FM Chief Resident
- FM – Catherine Whitlach, MD, *Returning* FM Resident Graduate
- ANES – Michael Prentice, MD, Anesthesiology
- EM – Eduardo Amaya, MD, Emergency Medicine

HR Committee Board Meeting: May 2026 Policy Updates:

1. HR.04 Special Pay Practices: Added section regarding cell phone allowance.
2. HR. 70 Meal and Rest Breaks: Updates: Updated language to say “Meal periods will be scheduled no later than 4 ours and 59 minutes into the shift” Clarified in more detail that meal periods are to be “30 minutes of uninterrupted time” and may not be voluntarily delayed. Added language that failure to comply may result in progressive discipline, up to and including termination.
3. HR.74 Telecommuting: Updated language to include requirement for remote staff to notify their manager and Human Resources in advance if relocating out of California, or from one state to another if already working out of state. Also added language to state that an out of state worker may not work onsite and clarified that all work must be performed in their state of residence.
4. HR.94 Employee Handbook: Update: Expanded information as it relates to Policy Tech access and available policies and clarified Kaweah Health does not maintain an Employee Handbook.
5. HR.149 Bereavement Leave: Clarified usage of leave. Updated approval of use of a “designated person” time off may be approved by employee’s manager if employee’s director is not available. Clarified the different between covered “Immediate Family Members” and employer paid time off and “Qualifying Family Members” where time off is allowed but will not be employer paid time off.
6. HR.173 Employee Emergency Relief: Policy updated to match revised program name and align with current practices. Expense criteria broadened to allow for a case-by-case basis. Documentation language updated from being required at the time of application to may be requested. Or designee language added to review and approval steps. Application removed and added to Kaweah Compass to streamline update process.
7. HR. 184 Attendance and Punctuality: Updated protected time off to include victims of a qualifying act of violence or whose family member is a victim of a qualifying act; protected time off for employees to obtain medical care, counseling and other similar resources. Updated protected time off due to orders or participate in the criminal justice process.
8. HR.216 Progressive Discipline: Policy updated to include language related to disciplinary action being active for a period of 24-months as it relates to progression in varying degrees up to termination. Based on the policy violation, Human Resources reverse the right to take any discipline beyond 24-months into consideration when considering the application of the discipline level up to including termination.
9. HR.234 Paid Time Off: Updated language to the Purpose of the policy, clarified statements under Eligibility and Accrual for PTO and EIB; Add effective date of 6/25/25 of EIB accrual which will be reinstated for employees who leave KH and are rehired. Updated language regarding employees who are victims of a qualify in act of violence or whose family member is a victim of a qualified act of violence may be entitled to a protected leave.

10. HR.243 Leaves of Absence: Updates: Added to protected leaves, Survivors of Violence and Members of Victim Leave based on new law. Updated policy to clarify maximum duration of leave based on leave type. Updated language updating the length of time an employee has to complete their Mandatory Annual Training in relation their length of leave. Added language that employees on a leave of absence are not permitted to participate in onsite courses, trainings, or educational programs offered by Kaweah Health during the leave period, except for Crisis Prevention Intervention (CPI) classes. Other exceptions may be made when attendance is approved in advance by Human Resources. Added language that employees who are on a leave of absence for their own health conditions are restricted from participating onsite in non work-related activities as a contingent worker during the leave period, including student clinical rotations or volunteering, unless approved in advance by Human Resources. Participation in an onsite contingent worker role at Kaweah Health while on medical LOA may impact the employee's leave status, workers' compensation eligibility, disability benefits, or compliance with medical restrictions.

Policy Number: HR.04	Date Created: 12/19/2019
Document Owner: Kelsie Davis (Board Clerk/Executive Assistant to CEO)	Date Approved: 12/19/25
Approvers: Kelsie Davis (Board Clerk/Executive Assistant to CEO)	
Special Pay Practices	

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

Designated departments may have special pay practices that provide for competitive compensation and/or incentives for employees to work varying shifts or additional shifts. All special pay practices are approved by the Hospital and are subject to change at any time. In all cases, Wage and Hour Law will apply.

Pay Practices:

Other Hours- Base rate of pay for additional hours or shifts worked for certain exempt positions approved by HR.

MICN: and TNCC\$1.50 for each active certification(s). when primary cost center is 7010 – Emergency Department. Effective upon pay period following submission/validation of certification to Human Resources.

- RN-Emergency-ED: 2217/2247
- Charge Nurse-Emergency-ED: 2277
- Assistant Nurse Manager-Emergency-ED: 2187

Donning and Doffing Sterile Scrubs

Employees who work in surgical services or sterile procedural areas are entitled to up to 10 minutes to change into provided sterile scrubs before and after their shift.

Sleep Pay

Hourly rate paid to Surgery and Cath Lab employees for those who require an 8-hour gap between the current shift worked and the next scheduled shift. The employee will be paid at the start of the next scheduled shift but is not expected to work until the 9th hour after finishing prior shift

Advanced Practice Provider Incentives

Refer to policy OCP.01 for volume, extra shift, and patient experience initiatives.

Cell Phone Allowance

Staff who are required to use their personal cell phone for work purposes will receive a monthly mobile phone allowance. The amount of the allowance is dependent upon the usage. Staff who use their personal cell phone for multi-factor authentication (MFA) to log in to their systems while at work will receive a \$5/monthly allowance. All supervisors and above, and staff who are

required to use their personal cell phone for anything work beyond multi-factor authentication (MFA), will receive a \$23/monthly allowance.

Private Home Care Holiday

Rate is based on where the employee travels. Holiday differential is received for Kaweah Health observed holidays, in addition to Mother's Day and Easter.

Private Home Care On-Call

Eligible Job Codes:

Special Pay Practices

2

- PHC Staffing Coordinator: 0123 (Base rate of pay for a minimum of 1- hour for on-call)

“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.”



Resources

Policy Number: HR.70	Date Created: 06/01/2007
Document Owner: Kelsie Davis (Board Clerk/Executive Assistant to CEO)	Date Approved: 12/17/2025
Approvers: Board of Directors (Administration), Kelsie Davis (Board Clerk/Executive Assistant to CEO)	
Meal Periods, Rest Breaks and Breastfeeding, and/or Lactation Accommodation	

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

PURPOSE:

It is important that Kaweah Health employees receive their meal periods and rest breaks. These assist staff in attending to personal matters as well as downtime. Kaweah Health will facilitate meal periods and rest breaks by relieving employees of duties for specified amounts of time. In addition, Kaweah Health will provide rest and recovery periods related to heat illness for occupations that may be affected by same (i.e. Maintenance employees who work outdoors). Kaweah Health supports new mothers who desire to express milk for their infants while at work. Kaweah Health will provide the use of a room, or other location to the nursing mothers work area for expressing milk.

MEAL PERIOD POLICY AND PROCEDURE:

For non-exempt employees working more than five hours per day, including 8-, 9-, or 10-hour shift employees, Kaweah Health will provide, and employees are expected to take a 30-minute duty-free meal period. ~~The meal period will be scheduled to start within the first five hours of each shift, i.e. the meal period must start before the end of the fifth hour in the shift.~~ The meal period will be scheduled to start before the end of the fifth hour in the shift, i.e. the meal period must start no later than four hours and 59 minutes into the shift. An employee who works ~~regularly~~ six hours or less per day may voluntarily choose to waive the meal period in writing.

For non-exempt employees working more than ten hours per day, including 12-hour shift employees, Kaweah Health will ~~provide~~ provide schedule, and employees are expected to take a second 30- minute duty-free meal period; ~~his~~ this meal period must start before the end of the tenth hour of the shift, i.e. nine hours and 59 minutes into the shift. Employees working more than ten hours, ~~but less than twelve hours~~ may choose to waive, in writing, one of the two scheduled meal periods. ~~provided~~. If one of the two meal periods is waived, the single meal period will be scheduled approximately in the middle of the workday as practicable, but it should not be scheduled more than nine hours and 59 minutes into the shift. ~~An employee working more than 12 hours is authorized and expected to take a third 30-minute meal period.~~

~~30-minute uninterrupted m~~Meal periods ~~will~~ are to be made available and provided ~~scheduled~~ by Kaweah Health Leaders; it is each employee's responsibility to ensure that they are taking appropriate meal periods as scheduled and as set forth in the policy. ~~30-minute uninterrupted meal periods are to be scheduled. On rare occasions, an employee may request to delay their meal period. If an employee voluntarily delays a meal~~

~~period that is permitted.~~ Kaweah Health retains the right to set work schedules, including meal periods and rest break schedules.

Meal periods will be unpaid only if the employee is relieved of all duty for at least ~~30-30-~~ minutes and the employee is not interrupted during the meal period with work-related requests. Non-exempt employees may leave the organization premises during meal ~~periods, but~~ periods but are to notify their supervisor if they do leave, and inform them when they return.

Employees who are not provided a 30-minute ~~uninterrupted~~ meal period ~~of uninterrupted time~~ in a timely manner as described are entitled to one hour of pay at their regular rate of pay (pay code MPRB1hour). An employee who is not provided with a meal period according to policy ~~must, must~~ complete a time adjustment sheet by the end of the current pay period and notify their leader. The leader will authorize payment of premium pay in the timekeeping system. ~~Note: that if the an employee voluntarily fails to take their delays their meal period as scheduled, and work did not prevent them from taking their scheduled meal period, no additional penalty pay of one hour will be paid. Continued failure to comply with this policy may result in disciplinary action, up to and including termination as appropriate.~~

Commented [BT1]: Remove? They should not be voluntarily delaying... Update to this or something similar?

In particular circumstances and based solely on the nature of the work, and with the approval of Human Resources, a revocable On-Duty Meal Period Agreement can be completed by the employee and Kaweah Health. This typically applies when there are few employees in a department or night shift is limited.

The beginning and end of each meal period must be accurately recorded on the ~~time card~~ timecard or timekeeping system.

MEAL PERIOD WAIVER

Employee or Kaweah Health may revoke a signed "Meal Period Waiver" at any time providing at least one day's advance notice in writing to Human Resources and their manager. ~~Otherwise~~ Otherwise, the waiver will remain in effect until revoked.

REST BREAK POLICY AND PROCEDURE:

By way of this policy, non-exempt employees are also authorized, permitted, and expected to take a 10-minute rest break for every four hours of work or major fraction thereof. Employees must work at least 3.5 hours to be entitled to a rest break. Rest breaks should be taken in the middle of each 4-hour period in so far as it is practicable. These rest breaks are authorized by Kaweah Health; but it is each employee's responsibility to ensure that they are taking appropriate rest breaks.

Rest breaks are considered paid time, and employees do not clock out and clock in for taking such breaks. Leaving the organization premises is not permitted during a rest break.

If for some reason, an employee's rest break is not authorized or permitted, the employee will be entitled to one hour of pay at their regular rate of pay. An employee who is not authorized or permitted to take a rest break according to policy must complete a time adjustment sheet by the end of the current pay period and notify their leader. Only one premium payment per day will be paid for missing one or more rest breaks.

ADDITIONAL INFORMATION:

An employee may be entitled to no more than two hours of premium pay per day (one for a meal period that was not provided ~~or interrupted~~ and one for one or more rest

breaks that were not authorized or permitted). Employees are required to submit time adjustment sheets by the end of the current pay period for the missed or interrupted meal break or unauthorized rest break listing the reason or reasons for a missed or shortened meal period or a missed rest break.

Employees may not shorten the normal workday by not taking or combining breaks, nor may employees combine rest breaks and meal periods for an extended break or meal period

Non-Exempt employees are entitled to rest breaks as follows:

- Less Than 3.5 Hours: An employee who works less than three-and-a-half is not entitled to a rest break.
- 3.5 Hours or More: An employee who works three-and-a-half hours or more is entitled to one ten-minute rest period.
- More than 6 Hours: An employee who works more than six hours is entitled to two ten- minute rest periods, for a total of 20 minutes of resting time during their shift.
- More than 10 Hours: An employee who works more than ten hours is entitled to three ten-minute rest periods, for a total of 30 minutes of resting time during their shift.
- An employee is entitled to another ten-minute rest period every time they pass another four-hour, or major fraction thereof, milestone.

How Many Meal Breaks Must be Taken:

- 5 Hours or Less: An employee who works five hours or less is not entitled to a meal break.
- More than 5 Hours: An employee who works more than five hours is entitled to one 30- minute meal break.
- More than 10 Hours: An employee who works more than ten hours is entitled to a second 30-minute meal break.

BREASTFEEDING AND/OR LACTATION ACCOMMODATION

Kaweah Health is compliant with the Pregnant Workers Fairness Act (PWFA) requirements and the Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP Act). Kaweah Health will provide a reasonable amount of break time to allow an employee to express breast milk for that employee's infant child. The break time will run concurrently, if possible, with any rest break or meal period time already provided to the nursing mother. If it is not possible for the break time that is already provided to the employee, the break time shall be unpaid.

Kaweah Health will make reasonable efforts to provide the nursing mother with the use of a room or other location in close proximity to their work area for the nursing mother to express milk in private. If a refrigerator cannot be provided, Kaweah Health may provide another cooling device suitable for storing milk, such as a lunch cooler.

There are several designated lactation rooms that may be found throughout Kaweah Health. Their locations are the following:

- a) Mineral King Wing, 1st Floor MK lobby by Lab Station
- b) Mineral King Wing, 2nd Floor on the left heading to ICU
- c) Mineral King Wing, 3rd Floor on the left just past the stairwell

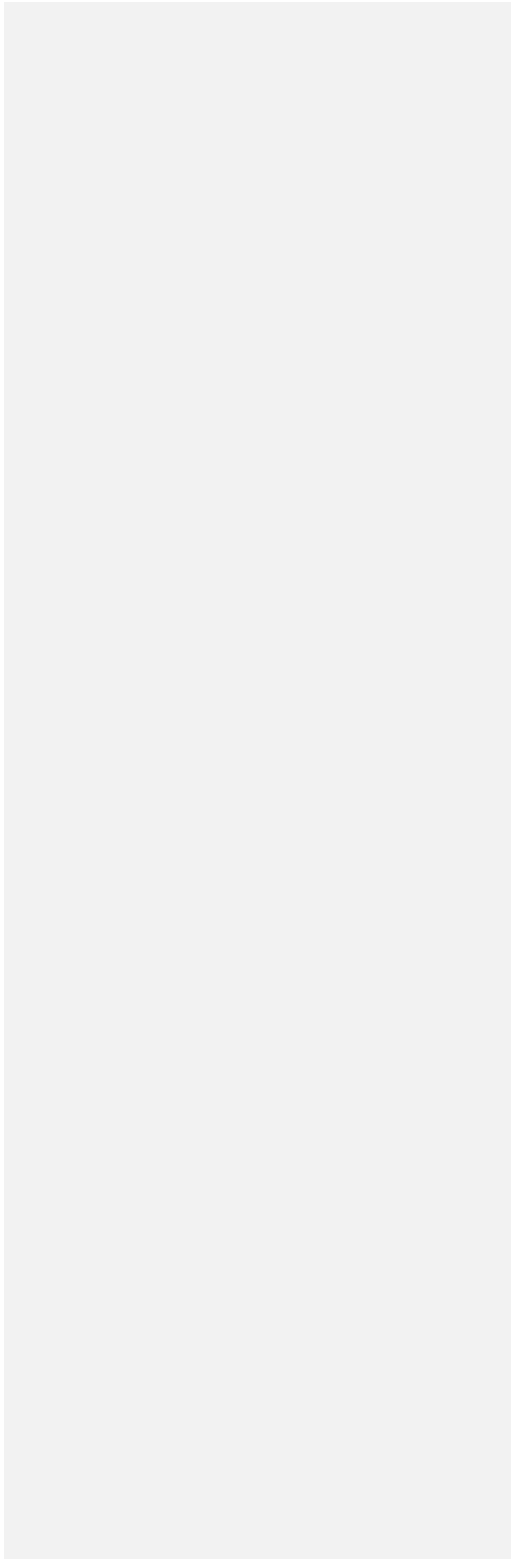
- d) Acequia Wing, Mother/Baby Department
- e) Support Services Building, 3rd Floor, (Computer available)
- f) South Campus, next to Urgent Care Lobby
- g) Imaging Center, in the X-Ray Dressing room (135)

- h) Mental Health Hospital, Breakroom Suite
- i) Visalia Dialysis, Conference Room, (Computer available)
- j) Exeter Health Clinic, Family Practice Department, (Computer available)
- k) Woodlake Health Clinic, (Computer available)
- l) Dinuba Health Clinic, (Computer available)
- m) Lindsay Health Clinic, (Computer available)
- n) Rehabilitation Hospital, next to Outpatient Speech Therapy Office

- a) *"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 a/puter available)*
- b) Mental Health Hospital, Breakroom Suite
- c) Visalia Dialysis, Conference Room, (Computer available)
- d) Exeter Health Clinic, Family Practice Department, (Computer available)
- e) Woodlake Health Clinic, (Computer available)
- f) Dinuba Health Clinic, (Computer available)
- g) Lindsay Health Clinic, (Computer available)
- h) Rehabilitation Hospital, next to Outpatient Speech Therapy Office

"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."

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Policy Number: HR.74	Date Created: 06/01/2007
Document Owner: Kelsie Davis (Board Clerk/Executive Assistant to CEO)	Date Approved: 12.17.2025
Approvers: Board of Directors (Administration)	
Telecommuting	

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

POLICY

This policy on telecommuting applies to affected employees and provides security for all records by limiting and monitoring access to the communication and computer systems.

Kaweah Health considers telecommuting to be a viable work option for certain employees which benefits both Kaweah Health and the telecommuter. A telecommuter is an employee who works for Kaweah Health from a home, or other remote office for some part of the regularly scheduled workweek. Telecommuting does not change the basic terms and conditions of employment with Kaweah Health. All Kaweah Health employees, including telecommuters, are subject to Kaweah Health's employment policies and procedures. A telecommuter will be required to sign a copy of this Policy as a condition of being a telecommuter. These documents will be kept in the employee's Personnel file.

Kaweah Health may change the conditions under which the telecommuter is authorized to telecommute, or it may cancel the privileges of telecommuting with or without cause and with or without notice.

PROCEDURE:

The employee may request to be considered for telecommuting privileges and/or department leadership may request the employee to work remotely according to the needs of the department.

General

1. Employees entering into a telecommuting agreement may be required to forfeit use of a designated onsite workstation in favor of a shared arrangement to maximize office space needs.
2. Telecommuters who request a change in telecommuting status to return to work onsite must provide a written notice to their manager

before returning to work onsite in order to provide management time to arrange for a workstation. Kaweah Health will consider the request and if agreed, will ensure a transition within a reasonable timeframe. Kaweah Health reserves the right to deny the request.

3. Telecommuter agrees to make or maintain dependent care arrangements to permit concentration on work assignments. The telecommuter understands that working remotely is not a substitute for dependent care. The telecommuter may not provide primary care for a child, children, and/or elders during working hours. If children or elders are in the remote office during working hours, another responsible individual should be present to provide primary care. The focus of the arrangement must remain on the job performance and meeting business demands.

Eligibility

The management team will determine which position/roles qualify for telecommuting. Telecommuters must be able to perform functions of their job in a remote setting.

1. The telecommuter must be proficient in all aspects of their assigned job functions. Department quality and productivity standards may be a condition of approval for telecommuting.
2. The telecommuter must have the ability to work independently with minimal assistance and/or supervision.
3. The telecommuter must demonstrate familiarity with computer operations and software and must be able to troubleshoot computer and technical issues and communicate effectively with the management team, ISS Helpdesk and other technical support personnel.
4. Remote opportunities may not be extended/offered to employees who are currently in disciplinary action or have low scores on a performance evaluation.
5. Department management will establish the manner and frequency of communication.

Telecommuter Scheduled Workweek:

1. The telecommuter agrees that he or she will be accessible during their regularly scheduled hours while working from his or her home office or any other remote office. A non-exempt telecommuter must

also take his or her required meal periods and rest breaks and must obtain pre-approval to work any overtime in accordance with Kaweah Health policy. Changes to the telecommuter's work schedule must be approved by department management.

2. Telecommuters may be scheduled a portion of their time to routinely work onsite at the discretion of management.

2.3. Out of State telecommuters may not work onsite for any reason. All work must be performed in their state of residence.

3.4. Telecommuters will continue to utilize Workday to clock in and out or other timekeeping protocol as per existing policies. Worked hours may be verified by examining the production reports as well as computer log-in and log-out times. Falsification of any records will be grounds for progressive discipline up to and including termination of employment.

4.5. Telecommuters will request management approval for time off by submitting an absence request in Workday and completing any other department specific time off request processes.

Telecommuter Workplace:

1. The telecommuter is responsible for designating and maintaining a workplace that is free from recognized hazards and that complies with all occupational safety and health standards, rules and regulations.
2. To ensure that safe work conditions exist, the telecommuter will allow representatives of Kaweah Health to have prompt access to and to inspect the telecommuter's designated workplace at any reasonable time on any regularly scheduled workday. The telecommuter is responsible for setting up and maintaining an ergonomically correct workstation. Employees requiring assistance in this regard should contact Human Resources.
3. The telecommuter agrees that he or she is responsible for any tax implications related to his or her home workspace.
4. The telecommuter agrees that they will notify their manager and Human Resources in advance of relocating to a state outside of California.
5. Current out of state telecommuters must to notify their manager and Human Resources in advance of relocating to another state.

~~3.~~

Telecommuter Equipment:

1. Kaweah Health may provide the telecommuter with equipment to be used in his or her home office. The telecommuter agrees to use all equipment for its intended purpose, in accordance with the manufacturer's instructions and in a safe manner, and in accordance with the Kaweah Health Equipment Use Security Agreement, and Acceptable Use Policy (ISS.001).
2. Kaweah Health may install one or more telephone lines in the telecommuter's designated workspace to be used by telecommuter for making and receiving business phone calls and for use with the computer and facsimile machine that may be provided by Kaweah Health. All phone lines installed in the telecommuter's home office by Kaweah Health shall be in the name of Kaweah Health, unless another arrangement has been made. The telecommuter shall have no right in, or title to, Kaweah Health phone lines.
3. Kaweah Health shall be responsible for the installation, repair and maintenance of all organization-owned telecommuting equipment, office equipment, and furniture. The telecommuter agrees to promptly notify Kaweah Health if any of the office equipment described above malfunctions or performs improperly or unsafely.
4. All office equipment, telecommuting equipment, furniture and any other items used in the performance of Kaweah Health business shall be located within the workspace designated by the telecommuter and may be used only by authorized employees. Kaweah Health shall not be liable for any loss, damage, or wear of any equipment, furniture, or supplies owned by the telecommuter. The telecommuter is responsible for insuring their equipment under his or her homeowner's or renter's insurance policy.

Telecommuter Internet/Intranet Access:

1. Internet or Kaweah Health intranet access may be provided by Kaweah Health to the telecommuter for the benefit of Kaweah Health and its customers, vendors and suppliers. This access enables the telecommuter to connect to information and other resources within and outside Kaweah Health.
2. When accessing Kaweah Health's own intranet, the telecommuter agrees to do so only for business purposes. Accordingly, all such

communications should be for professional, business reasons and should not be for personal use. Electronic mail may be used for non-confidential business contracts. Kaweah Health's intranet should not be used for personal gain or advancement of individual views. Solicitation of non-Kaweah Health business is strictly prohibited.

3. The Telecommuter will be given an Active Directory username and password when granted access to Kaweah Health's intranet. The Human Resources and the Information Systems department will further be able to access all Kaweah Health computer equipment and electronic mail. All passwords issued will be kept confidential and are not to be used by any other person. Any employee found to knowingly allow their password to be used by anyone else, or who is found to be using another's password will be subject to disciplinary action up to and including termination of employment.

Equipment Ownership and Usage:

1. All telecommuting systems provided by Kaweah Health, including the equipment and the data stored in the system, are and remain at all times, whether located on Kaweah Health premises or even though located in the telecommuter's home or at another remote location, the property of Kaweah Health. As a result, all messages created, sent or retrieved over Kaweah Health's electronic mail system or via voicemail are the property of Kaweah Health, and should be considered public information. Kaweah Health reserves the right to retrieve and read any message composed, sent or received on Kaweah Health's computer equipment electronic mail system or voicemail system. The telecommuter should be aware that, even when a message is erased, it is still possible to recreate the message; therefore, ultimate privacy of messages cannot be ensured. Accordingly, the telecommuter expressly consents to electronic monitoring of these systems. Furthermore, all communication including text and images can be disclosed to law enforcement or other third parties without the prior consent of the sender or receiver.
2. Kaweah Health will provide access to all necessary programs, systems, and software necessary to perform job functions.

Telecommuter Confidentiality:

1. The telecommuter agrees that all trade secrets, confidential information, and business records that come into his or her possession, or that he or she prepares, are the property of Kaweah Health. During his/her employment with Kaweah Health the telecommuter agrees not to disclose, directly or indirectly,

any of the trade secrets, confidential data, or business records of Kaweah Health to any other individual or entity, including the telecommuter's family, except as required in the course of his/her employment. In addition, the telecommuter agrees not to use, directly or indirectly, any of the trade secrets, confidential data, or business records of Kaweah Health for the benefit of any other individual or entity, including the telecommuter's family, except as required in the course of his or her employment. In furtherance of these principles, telecommuter agrees to file all business records in a locked filing cabinet or otherwise take all other steps necessary to protect the confidentiality of information.

2. The telecommuter is responsible for protecting any and all Patient Health Information from disclosure to anyone that does not have a business or clinical reason to have such information.
3. Only email via Kaweah Health email system shall be utilized for purposes of communicating patient information to and from the facility.

Telecommuter Liability for Injuries:

1. Kaweah Health and the telecommuter agree that any injury that occurs while the telecommuter is performing work on behalf of Kaweah Health from his/her home office shall be covered by Kaweah Health's Workers' Compensation insurance. The telecommuter agrees to promptly report any work-related injuries to his or her manager or Employee Health.
2. If applicable, tThe telecommuter agrees that he or she will conduct all in-person business meetings at Kaweah Health's offices. The telecommuter further agrees not to invite third parties to visit his or her home office for the purpose of conducting Kaweah Health business. Out of state telecommuters may not work onsite.
3. The telecommuter shall hold harmless and otherwise indemnify Kaweah Health for any injuries that occur to third parties, including members of telecommuter's family, on the telecommuter's premises.

Telecommuter Harassment and Discrimination:

1. The telecommuter understands that any form of discrimination or harassment is strictly prohibited. The telecommuter further agrees to take all reasonable steps to prevent discrimination and harassment from occurring while conducting Kaweah Health business or while acting on behalf of Kaweah Health. The telecommuter also agrees

that he or she will immediately report all instances of discrimination or harassment occurring at the telecommuter's workplace to Kaweah Health.

Workplace Violence:

The telecommuter agrees that he or she will immediately report all instances of violence, harassment, sexual or otherwise, occurring at the telecommuter's workplace to Kaweah Health.

Scheduled/Unscheduled System Downtime:

1. Equipment malfunction must be reported immediately to management, and if applicable, the ISS Help Desk. The technician on duty will inform the telecommuter when systems are back and running.
2. Telecommuters may not be paid for equipment/system downtime. The telecommuter must be available to work onsite during an equipment failure expected to exceed two hours, unless other arrangements are approved by management. Other options may include a flex schedule to make up this time or used Paid Time Off at the discretion of management.

Leave of Absence or Termination of Employment:

1. Upon extended leave of absence or termination of employment, the telecommuter agrees to return or have returned Kaweah Health-owned office equipment, furniture, business records, files and supplies.
2. The Information Systems Department will be notified immediately of the leave of absence or termination by Human Resources. The employee's access will be deactivated upon an extended leave of absence or date of termination.

Terms and Conditions of Participation Agreement

1. The department Chief and the Chief Human Resources Officer (CHRO) must review/approve before telecommuting begins.

"These guidelines, procedures, or policies herein do not represent the only medically or legally acceptable approach but rather are presented with the recognition that acceptable approaches exist. Deviations under appropriate circumstances do not represent a breach of a medical standard of care. New knowledge, new techniques, clinical or research data, clinical experience, or clinical or bioethical circumstances may provide sound reasons for alternative approaches, even though they are not described in the document."



Policy Number: HR 94	Date Created: 06/01/2007
Document Owner: Kelsie Davis (Board Clerk/Executive Assistant to CEO)	Date Approved: 10/26/2023
Approvers: Cindy Moccio (Board Clerk/Exec Assist-CEO)	
Employee Handbook/Human Resources Policies	

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

PURPOSE:

The purpose of this policy is to familiarize inform employees of the Human Resources with the policies, procedures, rules, and other key aspects of Kaweah Health related to employment.

POLICY:

Kaweah Health does not maintain a standalone employee handbook; its Human Resources policies and related procedures collectively serve in place of the employee handbook and are the official source of information regarding the terms and conditions of employment. Upon hire all employees will receive the a listing of all Human Resources Policies along with access to their stored locationed in-on Kaweah Health’s PolicyTech System upon hire. Employees will receive written periodic updates via email as pertinent policies and procedures are modified.

PROCEDURE:

1. Kaweah Health employees are expected to read and familiarize themselves with the information included in the policies. Employees with questions regarding items in the policies are encouraged to discuss their questions with management or a Human Resources Department representative.
2. Kaweah Health reserves the right to modify, rescind, delete, or add to the provisions of the its policies and procedures Policies from at any time, with or without prior notice, subject to applicable law. to time in its sole and absolute discretion. Kaweah Health will make reasonable efforts to communicate policy Every attempt will be made to provide all employees with notification of such changes to employees in a timely manner. when they occur. Revisions will generally be distributed through Kaweah Health’s email system and updated in the Policy Tech system for to all employees to access.

Also Reference: Kaweah Health Code of Conduct, HR. 236

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Policy Number: HR.149	Date Created: 06/01/2007
Document Owner: Kelsie Davis (Board Clerk/Executive Assistant to CEO)	Date Approved: 3/26/2025
Approvers: Board of Directors (Administration)	
Bereavement Leave	

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

PURPOSE:

To allow employees who have experienced a death in the immediate family member to take the time to make necessary arrangements and observe a period of grieving.

POLICY:

As of January 1, 2023, any employee is eligible for bereavement leave once they have been employed by Kaweah Health for at least 30 days prior to before the start commencement of the bereavement leave.

Eligible employees may take up to five shifts of bereavement leave upon the death of a qualifying or immediate family member, as listed below. The five shifts of bereavement leave do not need to be taken on consecutively days, but the leave must taken within three months of the family member's date of death. they can be intermittent.

All Full-Time and Part-Time Benefitted employees shall be granted are eligible for 24 hours of employer-paid bereavement time in the event of a death in their immediate family member, as listed below. (the remaining shifts would be unpaid or paid through accrued PTO). of which will be paid under prior Kaweah Health Policy for employees who receive benefits Non-benefitted employees may still take bereavement leave, but such leave will be unpaid unless they elect to use other accrued and available paid time in accordance with applicable policy (HR. 234).

The employer Kaweah Health may require that the employee provide documentation of the death of the family member including a death certificate, published obituary, funeral home, burial society, crematorium, religious institution, or governmental agency. The documentation, if requested, must be provided within 30 days of the first day of bereavement leave.

PROCEDURE:

1. A qualifying family For purposes of this policy "immediate family member" includes:

- Spouse or Domestic Partner
- Child
- Parent/ Legal Guardian
- Sibling
- Grandparent
- Grandchild
- Parent-in-law

All Full-Time and Part-Time Benefitted employees shall be granted paid bereavement time of up to 24 hours, in the event of a death in their immediate family.

2. For purposes of this policy a qualifying immediate family member can be defined with the list below; however, the California Family Rights Act (CFRA) defines there may be instances where a loss of a significant other, designated person, and/or close relative would may be considered for the leave. This classification may be considered as one event for bereavement leave every 12 months from date of death and will be left up to the discretion of each Director or Executive. In the event a Director or Executive is not available a manager may approve the designated person leave.

Immediate Qualifying Family Members include:

- Daughter-in-law
- Son-in-law
- Step_ Parent
- Step_ Child
- Step-Sister/Brother
- Miscarriage

Bereavement leave for qualifying family members are not eligible for 24 hours employer-paid bereavement time in the event of a death.

3. Notice and Scheduling:

- - a. Employees should provide notice of the need for bereavement leave as soon as practicably possible and follow normal call-off procedures.
 - b. Full-time and part-time benefitted employees will be granted up to three scheduled workdays off (up to 24 hours) with pay with the approval of management. Bereavement time may be delayed for a future date with a reasonable explanation for the delay and with the approval of management. Additional leave utilizing Paid Time Off (PTO) or unpaid time off may be arranged upon request and with approval of management.
 - c. Bereavement time is to be recorded in Workday.
4. Where a pattern of use is established, documentation of death may be required. The documentation, if requested, must be provided within 30 days of the first day of bereavement leave. Failure to provide such documentation upon return to work may result in the leave being considered as an unauthorized absence without pay.

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Policy Number: HR.173	Date Created: 06/01/2007
Document Owner: Kelsie Davis (Board Clerk/Executive Assistant to CEO)	Date Approved: 6/25/2025
Approvers: Board of Directors (Administration)	
Employee <u>Engagement & Assistance Fund</u> Emergency Relief	

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

POLICY:

~~This policy was developed to assist employees with personal financial emergencies.~~
The funding of this program is through unused Section 125 funds and donations by employees of Kaweah Health. The unused Section 125 funds will be donated to the Kaweah Health Hospital Foundation and restricted to use for the Kaweah Health Employee Emergency Relief Engagement & Assistance Fund.

PROCEDURE:

To seek employee assistance from the emergency fund, an application (found on Kaweah Compass) ~~attached Exhibit~~ must be fully completed and signed. The application must be submitted to the Human Resources Department. Applications for assistance shall be reviewed and approved by the Chief Human Resources Officer or designee.

I. Eligibility

A. All full-time and part-time employees are eligible to apply after successfully completing the introductory period of employment. Employees may not be in the Disciplinary Action Process with a Level II counseling or higher.

B. One application per household.

C. Requests must be submitted to Human Resources in writing by the employee needing assistance. A Manager/Director acknowledgment of submission for Human Resources review is required.

~~D.~~ Application must be submitted to Human Resources within sixty (60) days of the emergency event or condition resulting in a need for assistance. Additional documentation may be requested. Applications are considered on a case-by-case basis, but should show direct financial impact that creates a hardship for the household (catastrophic event, adoption, educational pursuits, etc.).

D.

~~E.~~ Any misrepresentation on this application may be sufficient cause for rejection of the application and disciplinary action up to and including

termination of employment.

E.

F. ~~Employees requesting assistance must meet at least one of the required criteria.~~

II. Criteria

The requesting employee must provide documentation with their application for any of the criteria listed below (i.e. direct financial impact that creates a hardship for the household):

Expenses associated with:

1. Death of an immediate family member
2. A catastrophic event affecting the employee (Example: home fire or natural disaster)
3. Financial hardship related to educational pursuits
4. Adoption
5. Medical emergency outside of what would be covered by insurance and/or PTO/EIB (Example: hotel stay)

III. Definition of Immediate Family

For the purpose of this policy, immediate family is defined as mother, father, sister, brother, spouse, registered domestic partner, child, grandchild, grandparent, legal guardian, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, sister-in-law, stepchild, step-parent, step-brother, and step-sister.

IV.II. Disbursement

- Assistance awards will be disbursed as approved by the Chief Human Resources Officer or designee provided funds are available.
- Awards are applied only to bill(s) related to the emergency and do not cover the applicant's recurring expenses.
- Awards are not granted directly to the employee, but paid to the party to whom the funds are owed.
- Awards are not to exceed a maximum of \$1,000.
- Employees are eligible to reapply for assistance every five (5) years. Exceptions to the policy can be approved by the Chief Human Resources Officer or designee after review and approval.

V.III. Donations

Should this Employee Emergency Relief program be discontinued, the Kaweah Health Hospital Foundation and Human Resources will determine the use of the funds. No additional donations to the Employee Emergency Relief Fund will be accepted

"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 Laws, 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."

Kaweah Health
Employee Emergency Relief Application (Submit to the Human Resources
Department)

Employee Name: _____ Date: _____ Department: _____

Title: _____ Employee # _____ Phone # _____

Amount of Request \$ _____ (Maximum \$1,000)

Emergency Criteria (Please check one)

- Death of an immediate family member
- A catastrophic event affecting the employee. (Example: Fire or Natural Disaster)
- Financial hardship related to educational pursuits
- Adoption
- Medical emergency outside of what would be covered by insurance and/or PTO/EIB (Example: hotel stay)

****Funds may take up to one month to be distributed.***

(Brief explanation of your situation): _____ Date of Incident: _____

Our goal is to pay some of your expenses to help assist you with this unforeseen emergency. Please list the expenses that you need assistance with as well as the amount of assistance needed. Please attach unpaid invoices. (Unfortunately, we can only make payments to third parties. We cannot write a check directly to you. Funds cannot be used to pay **Medical Insurance Premiums.**)

I certify that all statements above are true and correct. Any misrepresentation on this application may be sufficient cause for rejection of the application. I also certify that I have read the Employee Emergency Relief Policy HR 173.

Requestor's Signature _____ Date _____ Department Director/Manager Verification _____ Date _____

Human Resources use only

Date Received: _____ Approval Date: _____

Has the employee applied and been awarded in the past three (5) years? Date: _____ Amount: _____

Approved: (Amount) _____ Denied (Reason): _____ Given to
the Foundation (Date): _____ Check to be ready on (Date): _____

Policy Number: HR.184	Date Created: 03/14/2014
Document Owner: Kelsie Davis (Board Clerk/Executive Assistant to CEO)	Date Approved: 3/26/2025
Approvers: Board of Directors (Administration)	
Attendance & Punctuality	

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 attend 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 time off that was not pre-approved. This could include a full day or three (3) consecutive calendar days of unapproved, unprotected time off. Beyond the 3rd day, employee may file for a Leave of Absence. If makeup time is authorized on the same day or within the week of the occurrence, the absence is still counted as an occurrence. Any sick days not covered by PSL will be considered an occurrence. (For information regarding Paid Sick Leave, please see policy HR.234 Paid Time Off PTO, Extended Illness Bank (EIB) and Healthy Workplace, Healthy Families Act of 2014.

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 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. As such, if an employee has or is to receive disciplinary actions other than attendance, the Levels as noted below will escalate. The entire performance of an employee is considered when establishing Levels and Kaweah Health may apply any Level 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	2	2
Level I Written Warning	3	NA
Level II Written Warning	4	
Level III Written Warning	5	
Termination	6	3

Pattern Absenteeism:

Employees will be considered to have a pattern of unscheduled absences if 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 for employees who are victims of a qualifying act of violence or whose family member is a victim of a qualifying act of such violence, may be entitled to protected leave as provided by law. A qualifying act of violence includes domestic, sexual assault, and other acts, conduct or threats involving injury, death, or the use of a firearm or another dangerous weapon.
- g. Time off for employees to obtain medical care, counseling, victim-advocacy services, relocation or safety planning related to a qualifying act of violence. This includes time needed to attend or prepare for court or law-enforcement proceedings, obtain protective orders or participate in the criminal justice process related to the qualifying act of violence.
 - f. For purposes of this policy, a "victim" includes an employee who is a victim of a qualifying act of violence, or an employee whose family member is a victim of a qualifying act of violence as protected by AB 2499.
- ~~g. orders or participate in the criminal justice process. 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.~~
- h. ~~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~~

Attendance & Punctuality

~~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.~~

- i. Employees who enter uniformed military service of the Armed Forces of the United States for active duty or training.
- j. 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.
- k. Time off of up to fourteen (14) days per calendar year for volunteer firefighter, reserve peace officer, or emergency rescue personnel training or duties.

- l. 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.
- m. Bereavement time related to Policy.
- n. Jury Duty or Witness Duty.
- o. 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).
- p. 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.

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 leave work during an emergency condition. Prohibits 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 a 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 before their scheduled start time. Employees who arrive for work late may not remain on duty beyond the regular scheduled work time to make up for the lost time unless authorized to do so by their management. Employees who are absent without approval but are allowed to make up time will continue to be subject to disciplinary action for lack of reliability.
- c. 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.
- d. 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.
- e. 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 is 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

Attendance & Punctuality

- 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.
 5. Employees must be on time.
 6. Failure to give advance notice may count as an occurrence under the Attendance Policy HR.184. Refer to Progressive Discipline policy HR 216.
- f. 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.
- g. 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 end 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.
- h. 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.

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

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

Attendance & Punctuality

(30) minutes beyond the end of their shift without specific purpose and/or authorization to do so.

Clocking

Employees 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 the use of electronic communication.

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

“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 Number: HR.216	Date Created: 06/01/2007
Document Owner: Kelsie Davis (Board Clerk/Executive Assistant to CEO)	Date Approved: 3/26/2025
Approvers: Board of Directors (Administration), Kelsie Davis (Board Clerk/Executive Assistant to CEO)	
Progressive Discipline	

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

POLICY:

Kaweah Health uses positive measures and a process of progressive discipline to address employee performance and/or behavioral problems. Kaweah Health recognizes that the circumstances of each situation must be evaluated individually to determine whether to discipline progressively or to impose more advanced discipline immediately. This policy applies to all Kaweah Health employees, except residents enrolled in Kaweah Health’s Graduate Medical Education (GME) program. Disciplinary actions related to residents in the GME program are handled by the Office of the GME as described in the Resident Handbook.

The primary purpose of Disciplinary Action is to assure compliance with policies, procedures and/or Behavioral Standards of Performance of Kaweah Health. Orderly and efficient operation of Kaweah Health requires that employees maintain appropriate standards of conduct and service excellence. Maintaining proper standards of conduct is necessary to protect the health and safety of all patients, employees, and visitors, to maintain uninterrupted operations, and to protect Kaweah Health’s goodwill and property. Because the purpose of disciplinary action is to address performance issues, it should be administered as soon after the incident(s) as possible. Therefore, depending on the seriousness of the offense and all pertinent facts and circumstances, disciplinary action will be administered promptly.

Certain violations are considered major and require more immediate and severe action such as suspension and/or termination. Lesser violations will generally be subject to Progressive Discipline.

Any employee who is in Progressive Discipline is eligible for transfer or promotion within Kaweah Health with review and approval by the hiring manager and Human Resources.

Progressive Discipline shall be the application of corrective measures by increasing degrees, designed to assist the employee to understand and comply with the required expectations of performance. All performance of an employee will be considered when applying Progressive Discipline. Corrective action or discipline including verbal warnings, verbal written warnings and levels will generally remain active for twenty- four (24) months from the date the discipline is issued.

If the employee does not receive additional corrective action during the 24-month active period, the discipline may no longer be treated as an active step in the progressive discipline process. However, prior discipline may remain part of the employee's personnel record and may be reviewed or considered by management and Human Resources when evaluating future concerns. Kaweah Health in its sole discretion, ~~Kaweah Health~~ reserves the right to consider prior discipline outside of the 24-month active period as well as deviate from Progressive Discipline or act without Progressive Discipline whenever it determines that the circumstances warrant.

PROCEDURE:

I. The process of Progressive Discipline may include the following, depending on the seriousness of the offense and all pertinent facts and circumstances:

A. Warnings

1. Verbal Warning:

A Verbal Warning explains why the employee's conduct/performance is unacceptable and what is necessary to correct the conduct/performance.

B. Written Warning:

A Written Warning provides the nature of the issue and outlines the expectations of performance/conduct or what is necessary to correct the situation. This Warning becomes part of the employee's personnel file, along with any pertinent backup documentation available, and will inform the employee that failure to meet the job standards/requirements of the Warning will necessitate further disciplinary action, up to and including termination.

The department management, in concert with Human Resources, determines the level of corrective disciplinary action that will take place based upon the seriousness of the offense, the existence of any prior disciplinary actions and the entirety of the employee's work record.

1. Level I

Any employee who receives a Level I is subject to further Written Warnings as stated in this policy.

2. Level II

Any employee who receives a Level II is subject to further Written Warnings as stated in this policy.

3. Level III

A Level III is considered Final Written Warning to the employee involved, and includes a written explanation of what is necessary to meet the expectation of performance. A Level III Warning may be accompanied by a suspension. A suspension may be without pay and is generally up to five days or forty hours.

C. Administrative Leave

In the discretion of Kaweah Health, an employee may be placed on Administrative Leave at any time to give Kaweah Health time to conduct an investigation or for other circumstances considered appropriate. Management may impose an Administrative Leave at any time for an employee(s) if they believe there is a risk to employee or patient safety. Management will notify Human Resources immediately if an Administrative Leave is enforced. When an employee is placed on Administrative Leave, Kaweah Health will make every effort to complete the investigation of the matter within five business days. If Kaweah Health is unable to complete an investigation of the matter within five days the Administrative Leave may be extended.

After the investigation has been completed, the employee may be returned to work and, in the discretion of Kaweah Health and depending on the circumstances, may be reimbursed for all or part of the period of the leave. If it is determined that the employee should be terminated, compensation may, in the discretion of Kaweah Health, be paid until the Post Determination Review process has been completed. (See policy HR.218).

D. Dismissal Without Prior Disciplinary History

As noted, Kaweah Health may determine, in its sole discretion, that the employee's conduct or performance may warrant dismissal without prior Progressive Discipline. Examples of conduct that may warrant immediate dismissal, suspension or demotion include acts that endanger others, job abandonment, and misappropriation of Kaweah Health resources. This is not an exclusive list and other types of misconduct/poor performance, may also result in immediate dismissal, suspension or demotion. See Employee Conduct below.

E. Employee Conduct

This list of prohibited conduct is illustrative only; other types of conduct injurious to security, personal safety, employee welfare or Kaweah Health's operations may also be prohibited. This includes behavior or behaviors that undermine a culture of safety. Employee conduct that will be subject to Progressive Discipline up to and including immediate involuntary termination of employment includes but is not limited to:

1. Falsifying or altering of any record (e.g., employment application, medical history form, work records, time cards, business or patient records and/or charts).
2. Giving false or misleading information during a Human Resources investigation;

3. Theft of property or inappropriate removal from premises or unauthorized possession of property that belongs to Kaweah Health, employees, patients, or their families or visitors;
4. Damaging or defacing materials or property of the Kaweah Health, employees, patients, or their families or visitors;
5. Possession, distribution, sale, diversion, or use of alcohol or any unlawful drug while on duty or while on Kaweah Health premises, or reporting to work or operating a company vehicle under the influence of alcohol or any unlawful drug;
6. Fighting, initiating a fight, threats, abusive or vulgar language, intimidation or coercion or attempting bodily injury to another person on Kaweah Health property or while on duty. Reference policy AP161 Workplace Violence Prevention Program;
7. Workplace bullying which can adversely affect an employee's work or work environment, Reference policy HR.13 Anti-Harassment and Abusive Conduct.
8. Bringing or possessing firearms, weapons, or any other hazardous or dangerous devices on Kaweah Health property without proper authorization;
9. Endangering the life, safety, or health of others;
10. Intentional violation of patients' rights (e.g., as stated in Title XXII);
11. Insubordination and/or refusal to carry out a reasonable directive issued by an employee's manager (inappropriate communication as to content, tone, and/or language)
12. Communicating confidential Kaweah Health or Medical Staff information, except as required to fulfill job duties;
13. Sleeping or giving the appearance of sleeping while on duty;
14. An act of sexual harassment as defined in the policy entitled Anti-Harassment and Abusive Conduct HR.13;
15. Improper or unauthorized use of Kaweah Health property or facilities;

16. Improper access to or use of the computer system or breach of password security;
17. Improper access, communication, disclosure, or other use of patient information. Accessing medical records with no business need is a violation of state and federal law and as such is considered a terminable offense by Kaweah Health.
18. Unreliable attendance (See Attendance and Punctuality HR.184)
19. Violations of Kaweah Health Behavioral Standards of Performance.
20. Unintentional breaches and/or disclosures of patient information may be a violation of patient privacy laws. Unintentional breaches and/or disclosures include misdirecting patient information to the wrong intended party via fax transmission, mailing or by face-to-face interactions.
21. Access to personal or family PHI is prohibited.
22. Refusing to care for patients in the event mandated staffing ratios are exceeded due to a healthcare emergency.
23. Working off the clock at any time. However, employees are not permitted to work until their scheduled start time.
24. Use of personal cell phones while on duty if, unrelated to job duties anywhere in Kaweah Health. This includes wearing earbuds for the purpose of listening to music from your personal cell phone, unless authorized by department leadership.
25. Cell phones should not be used while driving unless hands-free capability is utilized, if the cell phone user does not have cell phone hands-free capability, staff need to pull safely to the side of the road to place a call. This applies to using the staff member's personal vehicle and/or using Kaweah Health vehicles while on Kaweah Health business.
26. Taking a video or recording of any kind of at any time for personal use in a Kaweah Health facility is prohibited. This applies to work time breaks, or meal periods. This restriction does not apply to employer sponsored events initiated by Leadership Marketing or Employee Connection Team. For further clarification refer to HR 236 Computer Communication Devices and Social Media Code of Conduct.

Progressive Discipline

27. Excessive or inappropriate use of the telephone, cell phones, computer systems, email, internet or intranet.
28. Any criminal conduct off the job that reflects adversely on Kaweah Health.
29. Making entries on another employee's time record or allowing someone else to misuse Kaweah Health's timekeeping system.
30. Bringing children to work, or leaving children unattended on Kaweah Health premises during the work time of the employee.
31. Immoral or inappropriate conduct on Kaweah Health property.
32. Unprofessional, rude, intimidating, condescending, or abrupt verbal communication or body language.
33. Unsatisfactory job performance.
34. Horseplay or any other action that disrupts work,
35. Smoking within Kaweah Health and/or in violation of the policy.
36. Failure to report an accident involving a patient, visitor or employee.
37. Absence from work without proper notification or adequate explanation, leaving the assigned work area without permission from the supervisor, or absence of three or more days without notice or authorization.
38. Unauthorized gambling on Kaweah Health premises.
39. Failure to detect or report to Kaweah Health conduct by an employee that a reasonable person should know is improper or criminal.
40. Providing materially false information to Kaweah Health or a government agency, patient, insurer or the like.
41. Spreading gossip or rumors which cause a hostile work environment for the target of the rumor.
42. Impersonating a licensed provider.
43. Obtaining employment based on false or misleading information, falsifying information or making material omissions on documents or records.
44. Violation of Professional Appearance Guidelines
45. Being in areas not open to the general public during non-

- working hours without the permission of the supervisor or interfering with the work of employees.
46. Failure to complete all job related mandatory requirements as noted on the job description and as issued throughout a year (i.e. Mandatory Annual Training, TB/Flu, etc.).
 47. Failure to use BioVigil.
 48. Failure to use two (2) patient identifiers in the course of patient care.
 49. Parking in unauthorized locations, such as for physicians, patients, and visitors.
 50. Consuming food, beverages, or applying cosmetics in patient care areas or where food can become contaminated with pathogenic organisms in the Hospital inpatient and outpatient areas. (Beverages, food and cosmetics are not permitted in/on housekeeping carts, maintenance carts, supply carts, medication carts, isolation carts, supply storage areas, Procedure rooms, Pharmacy, Clinical Laboratory, Diagnostic Imaging).

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

“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 employee’s responsibility to review and understand all Kaweah Policies and Procedures.”

Policy Number: HR.234	Date Created: 06/01/2007
Document Owner: Kelsie Davis (Board Clerk/Executive Assistant to CEO)	Date Approved: 12/15/25
Approvers: Board of Directors (Administration), Kelsie Davis (Board Clerk/Executive Assistant to CEO)	
Paid Time Off (PTO), Extended Illness Bank (EIB) and Healthy Workplace, Healthy Families Act of 2014	

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

POLICY:

This policy explains Paid Time Off (PTO), Extended Illness Bank (EIB) and ~~Healthy Workplace, Healthy Families Workplace Act of 2014~~ – Paid Sick Leave (PSL) under the Healthy Workplace, Healthy Families Workplace Act of 2014. PTO is available to full-time and part-time employees who are benefit eligible and may be used for 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 do not qualify for 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 who are benefits eligible to begin earning receive PTO and EIB starting with the as-of-the first pay period of they become eligibility eligible such as (upon date of hire or transfer). If an eligible employee is changed to a non-eligible status, the PTO and EIB time accrual will stop cease. The employee will receive a lump-sum payment for all any unused accrued PTO they earned, paid at 100% of their hourly rate of pay prior to before 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; At this time the separate PSL accrual will stop cease. At no time will a An employee accrue accrues PTO (including PTO PSL) and EIB, as well as PSL. An

employee accrues either PTO and EIB or PSL.

Effective 06/25/2025, 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-hour maximum, placing the excess EIB balance into a reserve bucket. These hours are not available for use.

Employees accrue ~~The rate of~~ PTO and EIB ~~accrual received is~~ based on years of service. Accruals are earned ~~Employees receive accruals~~ on up to 80 eligible hours, per pay period. The bi-weekly pay period ~~starts~~ begins 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

PTO/PSL will accrue under PTO for benefited part-time and full-time employees, provided they meet these eligibility requirements:

- Must be employed for 30-days;
- May use beginning at 90-days of employment;
- Will be paid to the extent of an employee's accrued hours only
- Limited to use up to 40 hours or five (5) days whichever is greater of accrued time in each calendar year.

Eligibility and Accrual for PRN-PSL

PRN-PSL eligible employees include Per-Diem (PRN), Private Home Care, and Part-Time non-benefit eligible employees. PRN-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.

To qualify for use of sick leave (~~PSL [PRN or PTO]~~), an employee must:

- Must be employed for 30-days;
- May use beginning at 90-days of employment;
- Will be paid to the extent of an employee's accrued hours only.
- Limited to use up to 40 hours or five (5) days, whichever is greater of accrued time in each calendar year.

PRN-PSL will carry over to the following calendar year not to exceed 69.16 hours of accrual in any calendar year.

Maximum Accruals

The maximum PTO accrual allowed for exempt and non-exempt staff is 445 hours.

The maximum PTO accrual allowed for Directors and Chiefs is 505 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 PRN-PSL accrual is 120 hours in a calendar year.

No payment is made for accrued EIB or PRN-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 employees' requests 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

change in their scheduled PTO time.

AB 1522 Healthy Workplace Healthy Families Act of 2014

An employee may utilize up to five (5) days or 40 hours, whichever is greater, of PTO or PSL in a calendar year (January-December). For example:

- For employees who work 12-hour shifts, the employee will be entitled to use up to 60 hours of paid sick leave (5 days x 12 hours).
- An employee who works 10-hour shifts will be entitled to use up to 50 hours (5 days x 10 hours).
- An employee who works 8-hour shifts will be entitled to use up to 40 hours (5 days x 8 hours).
- Alternatively, if an employee works only 6 hours a day and takes five days of paid sick leave, for a total of 30 hours, the employee will still have 10 hours remaining.

Employees may use PTO, PSL or PRN PSL 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
 - viii. "Designated Person": AB 1041 expanded the definition of family member to include a "designated person" who does not have to be a family member.
- 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) AB 2499 (2025) and AB 406 (October 1, 2025)
 - i. For eEmployees who are victims of a qualifying act of violence or whose family member is a victim of a qualifying act of such violence, may be entitled to protected leave as provided by law. A qualifying act of violence includesing domestic, sexual assault, battery orand other acts, conduct or threats involving injury, death, or the use of a firearm or another dangerous weapon. any other violent offenses.

- i. Employees may use available PSL or PTO for medical care, counseling, victim-advocacy services, relocation or safety planning related to a qualifying act of violence. This includes time needed to attend or prepare for court or law-enforcement proceedings, obtain protective orders or participate in the criminal justice process related to the qualifying act of violence.

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.

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 three (3) days 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. If applying for a continuous leave of absence, accrued PTO may be applied for the first twenty-four (24) hours at the employee's regular shift length, if leave is for your own medical condition.

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 due to a Worker's Compensation injury for less than 14 days, there is a three (3) day waiting period before TTD (Total Temporary Disability) will begin. The first three (3) days is paid using accrued EIB hours. If the employee is off work more than 14 days, TTD begins on day one (1).

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 EIB 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 EIB 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 EIB 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 [on](#) 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.”

Policy Number: HR.243	Date Created: 02/22/2016
Document Owner: Kelsie Davis (Board Clerk/Executive Assistant to CEO)	Date Approved: 6/25/2025
Approvers: Board of Directors (Administration), Kelsie Davis (Board Clerk/Executive Assistant to CEO)	
Leaves of Absence	

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

Purpose:

To allow time off to employees who have no other recourse than to be away from work. To establish a system to continue to receive compensation through accessible benefits, such as Extended Illness Bank (EIB), Paid Time Off (PTO), State Disability Insurance, and Workers’ Compensation. To advise employees of their rights and responsibilities.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, Kaweah Health will make reasonable accommodations for known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee, unless undue hardship would result. A leave of absence may be considered as a type of reasonable accommodation. Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact their supervisor, department head, or Human Resources and make a request to participate in a timely interactive process to explore reasonable accommodations. The individual with the disability is invited to identify what accommodation he or she needs to perform the job. Kaweah Health will take steps to identify the barriers that make it difficult for the applicant or employee to perform his or her job, and will identify possible accommodations, if any, that will enable the individual to perform the essential functions of his or her job. If the accommodation is reasonable and will not impose an undue hardship, Kaweah Health will meet the request.

Policy:

1. Leaves of absence may be granted to all employees on a non-discriminatory basis for health conditions, personal, or family medical needs. A leave of absence may be granted to or provided for an employee for periods of longer than three (3) consecutive calendar days. Leaves pursuant to legislative requirements (Family and Medical Leave Act of 1993 - FMLA; California Family Rights Act of 1991, amended 1993 - CFRA; Pregnancy Disability Leave - PDL; Workers’ Compensation; Organ and Bone Marrow Donation Leave of 2011) will be granted in accordance with those Acts. In addition, Leave will be granted to “emergency rescue personnel” who are health care providers, including employees of a disaster medical response entity

- sponsored or requested by the State. Employees must be designated as such and be activated for duty. All other requests for leave will be considered on the basis of the employee's length of service, performance, level of responsibility, reason for the request and Kaweah Health's ability to obtain a satisfactory replacement during the time the employee will be away from work.
2. Employees on leave of absence continue to be bound by all other Policies and Procedures of Kaweah Health during the length of the leave. However, Kaweah Health may hold in abeyance the requirement to complete job requirement documentation (e.g. Competency Forms, TB testing, performance reviews, counseling's, etc.) until the employee returns from leave. The employee must complete all outstanding job requirements and documentation (licensure, CPR, ACLS, NRP, PALS, and TB testing, as applicable) prior to a return to work. Competency-related documentation (i.e. NetLearning modules including Mandatory Trainings (MAT) must be completed within 30 day of the employee's return. If the employee returns within the month that MAT's are due, the employee will have equal amount of days missed during that month to complete training. Requesting or receiving a leave of absence in no way relieves an employee of their obligation while on the job to perform job responsibilities and to observe all Kaweah Health policies, rules, and procedures.
 3. At the start of leave, the employee's access will be suspended pending their return to work.
 4. Employees on Leave for any reason will not be eligible to participate in employee recognition programs.
 5. Employees on a leave of absence are not permitted to participate in onsite courses, trainings, or educational programs offered by Kaweah Health during the leave period, except for Crisis Prevention Intervention (CPI) classes. Other exceptions may be made when attendance is approved in advance by Human Resources.
 6. Employees who are on a leave of absence for their own health conditions are restricted from participating onsite in non work-related activities as a contingent worker during the leave period, including student clinical rotations or volunteering, unless approved in advance by Human Resources. Participation in an onsite contingent worker role at Kaweah Health while on medical LOA may impact the employee's leave status, workers' compensation eligibility, disability benefits, or compliance with medical restrictions.
- 4-7. _____
- 5-8. _____ The following leaves of absence may be granted to or provided for employees. Separate policies, including information on allowable lengths of leave, pay and benefits during a leave of absence, are available on each of the following:
- a. Personal Leave of Absence
 - b. Family Medical Leave of Absence
 - c. Paid Family Leave (2004)
 - d. Personal Medical Leave of Absence

- e. Pregnancy Disability Leave of Absence
- f. Military Leave (Active and Reserve) of Absence
- g. Workers' Compensation Disability Leave of Absence
- h. Organ and Bone Marrow Donation Leave
- h.i. [Survivors of Violence and Members of Victims Leave \(2025\)](#)

LEAVES OF ABSENCE

Leave Type (Eligibility)	Maximum Duration	Same or <u>Comparable</u> Job if Return By	The Leave May Run Concurrently With
Personal (30 days)	30 Days (in the case of pending	30 Days <u>No Job Protection Rights</u>	All Leaves

	licensure leave may be extended up to 12 weeks.)		
<u>Personal Medical Leave (Upon Hire)</u>	<u>Up to 124-Months</u>	No Job Protection Rights	<u>All Leaves</u>
Family Medical Leave of Absence (FMLA) (1,250 hours during the previous 12 months; 1 year of service)	12 weeks in a rolling 12-month period. Kaweah Health adds 4 weeks to equal 4 months.	12 weeks in a rolling 12-month period. Kaweah Health adds 4 weeks to equal 4 months.	CFRA Pregnancy Leave Workers' Compensation Leave ADA
<u>Survivors of Violence and Members of Victims Leave (2025)</u>	<u>Employees who experience a qualifying act of violence are allowed to take up to 12 weeks. For a family member who survived a qualifying act of violence up to 10 days. Up to 5 days may be used to help a family members relocate, search for housing or enroll children in school or childcare.</u>	<u>12 weeks in a rolling 12-month period.</u>	<u>FMLA</u> <u>CFRA</u> <u>Workers' Compensation Leave</u> <u>ADA</u>
California Family Rights Act Leave (CFRA) (1,250 hours during the previous 12 Months; 1 year of service)	12 weeks in a rolling 12-month period.	12 weeks in a rolling 12-month period. <u>Kaweah Health adds 4 weeks to equal 4 months.</u>	FMLA Workers' Compensation Leave ADA
Pregnancy Leave (Upon Hire)	17 1/3 weeks	17 1/3 weeks	FMLA ADA

Military Leave (Upon Hire)	Per Requirements of the Military Service Order	Depends on the length of the leave, please refer to policy.	ADA
Workers' Compensation Disability Leave (Upon Hire)	Until released by Physician.	Until released by Physician. <u>12 weeks in a rolling 12-month period.</u> <u>Kaweah Health adds 4 weeks to equal 4 months.</u>	FMLA CFRA ADA
Organ and Bone Marrow Donation Leave (Upon Hire)	30 days in a rolling 12-month period for each of Organ Donation and Bone Marrow Donation	30 days in a rolling 12-month period for each of Organ Donation and Bone Marrow Donation	<u>FMLA</u> <u>CFRA</u> <u>ADA</u>

6.9. REQUIRED FORMS:

The following forms are required and are available by contacting Human Resources.

- a. "Leave of Absence Policy" is a copy of this policy and provides required notice to the employee, and is referred to as "Notice" throughout this policy.
- b. "Request for Leave of Absence" provides notice of the need for leave to Kaweah Health, and is referred to as "Request" throughout this policy.
- c. "Certification of Physician or Practitioner" provides proof of need for leave and suitability for return to work to Kaweah Health for a leave related to a medical condition for the employee or a family member, and is referred to as "Certification" throughout this policy.
- d. "Request for Information" memo will be sent to the employee in the event the Human Resources department needs more information regarding the leave.
- e. "Leave Designation" memo and the Employment Development Department ("EDD") entitled "For Your Benefit: California's Program For the Unemployed" will be provided to the requesting employee to communicate the approval status and other important information related to leaves.

PROCEDURE:

1. Employees must contact their department head and Human Resources as soon as they learn of the need for leave to obtain the Notice and related forms. Because of the complexity of the regulations, employees should consult with Human Resources to ensure they are knowledgeable about the process and how the leave may affect pay and benefits.
2. The employee requesting a leave of absence for more than three (3) days must submit to his/her department head or Human Resources, as soon as possible, the Request form and, if the leave is for a health condition, the Certification form or an Off-Work Notice.
3. If the Request is received by the department head, the department head will sign and date the Request, and submit it, along with the Certification form or Off-Work Notice, if applicable, to Human Resources.
4. Upon receipt of the Request and Certification form or Off-Work Notice, Human Resources can mail a copy of the Notice to the employee's home address, if the employee indicates he/she does not already have a copy of the Notice.
5. Based on the documentation provided by the employee, Human Resources will determine leave coverage, and notify the employee and his/her department head using the Leave Designation memo. The beginning date of the leave may be delayed or leave may be denied if Certification or an Off-

Work Notice is not available or the employee does not provide Kaweah Health with sufficient notice of the need or leave. Additional information needed will be requested from the employee by phone or via the Request for Information memo.

6. A doctor's release and a clearance with Employee Health Services will be required when an employee is returning from a medical leave of absence.
7. The Kaweah Health will make reasonable accommodations for known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee, unless undue hardship would result. A leave of absence may be considered as a type of reasonable accommodation. Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact their supervisor, department head, or Human Resources and make a request to participate in a timely interactive process to explore reasonable accommodations. The individual with the disability is invited to identify what accommodation he or she needs to perform the job. This includes providing reasonable medical documentation confirming that the employee has a physical/mental condition that limits a major life activity and a description of why the employee needs a reasonable accommodation. Kaweah Health will take steps to identify the barriers that make it difficult for the applicant or employee to perform his or her job, and will identify possible accommodations, if any, that will enable the individual to perform the essential functions of his or her job. If the accommodation is reasonable and will not impose an undue hardship, Kaweah Health will meet the request.
8. Employees should review the Benefits Overview Policy for information on employee benefit eligibility and COBRA rights.

"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."