

Negative PTO During Workplace Infectious Disease Outbreaks

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1.0 PURPOSE: This policy establishes guidelines to allow PTO balances to go negative in the event of an infectious disease outbreak. In the event of such an outbreak, Agiliti may allow PTO balances to go negative for eligible employees.

2.0 SCOPE: Eligible employees impacted by an infectious disease outbreak due to a request to quarantine because of recent travel or being home sick due to infectious disease outbreak symptoms. These employees must be actively managed by the Agiliti Benefits team.

3.0 POLICY:

1. Going negative in PTO is only for employees that are impacted by an infectious disease outbreak. These employees are actively being managed by the Agiliti Benefits Team.
2. Employees may carry a negative balance up to 80 hours. PTO should be used according to their normal schedule. For example, if a part time employee normally works 30 hours per week, they should not submit more than what they would normally work.
3. The employee's bi-weekly PTO accrual will replenish the negative balance.
4. The floating holiday does not count towards the negative balance. This can still be used as a floating holiday and at the employee's and manager's discretion.
5. If an employee is requesting PTO that is putting them into the negative, ensure that it is an infectious disease outbreak related absence and they are actively working with the benefits team. If you are unsure, please verify with the Benefits team (benefits@agilitihealth.com). Do not approve negative balances for any other reason.