

Updated Leaves and Codes for Workforce Management (WFM)

The following applies to NHRMC and CHA only (does not apply to PMH and Home Care)

- Beginning 1/1/22:

Novant Health provides benefits-eligible team members who have been employed for 12 months and have worked 1,250 hours during the prior 12 months with the following paid leaves of absence:

- **Parental Leave**

To assist and support new parents with balancing work and family matters, eligible team members are provided with four weeks of paid parental leave at 100% of base pay to allow for the care and well-being of their newborn or adopted child. Once Staff have been approved through by People & Culture for this leave, their time should be coded using the book-off coded FMLA-PL.

- **Caregiver Leave**

Eligible team members may take one week of paid leave at 100% of base pay to allow for the care of a parent, spouse or child under age 18 experiencing a serious health condition as defined by the Family and Medical Leave Act. Once Staff have been approved through by People & Culture for this leave, their time should be coded using the book-off coded FMLA-CL.

- Beginning 1/9/22, staff will be able to use PDO/PTO during their first 90 days.
 - The Top-up Rule for non-exempt (hourly) staff will be turned off on 1/8/22.
 - Non-exempt staff can self-elect to be topped up each pay period by using the book off code “Top Me Up” in the Time Off tab in Mobility and the Time Request screen on WFM-ETM desktop application.
 - The “Top Me Up” code can be used for as little as 1 minute on any day during the pay period.
 - Regardless of the amount of “Top Me Up” requested, the exact amount of PDO/PTO needed to get staff to their FTE will automatically be applied to their timecard.
 - If Staff don’t use the “Top Me Up” code during a pay period, they won’t be topped up for that pay period.
 - Staff will be able to request unpaid time off using the code UTO (unpaid time off).
 - If staff call out, they will have the option of using PDO/PTO.
 - If Staff are calling out Sick and don’t want to be paid for the time use code SICKN
 - If Staff are calling out for reasons other than Sick and don’t want to be paid, use the code ABSNP (Absent No Pay)
 - Census Unpaid (CENS) will no longer accrue PDO/PTO.
- Exempt Staff should only use PDO/PTO for full days OFF.

Request	Time Off Code in WFM	Description	Effective Date
Parental Leave	FMLA-PL	FMLA – Parental Leave (4 weeks)	1/1/2022
Caregiver Leave	FMLA-CL	FMLA – Caregiver leave (1 week)	1/1/2022
Top me up with PDO to meet FTE	TOP ME UP	PDOs will be used up to employee FTE	1/9/2022
Time Off without Pay	UTO	Unpaid Time Off	1/9/2022
Sick without Pay	SICKN	Sick No Pay	1/9/2022
Personal Day Off without Pay	ABSNP	Absent No Pay	1/9/2022