 <p>JOHNS HOPKINS MEDICINE JOHNS HOPKINS ALL CHILDREN'S HOSPITAL</p>	Johns Hopkins All Children's Hospital, Inc.	<i>Policy Number</i>	HR012
	Human Resources Employee Policies	<i>Effective Date</i>	01/01/2024
	<i>Subject</i>	<i>Page</i>	1 of 3
	EIB - Extended Illness Bank	<i>Supersedes</i>	01/01/2021

This document applies to the following Participating Organizations:

All Children's Health System, Inc. All Children's Home Care All Children's Research Institute, Inc. Johns Hopkins All Children's Foundation, Inc.
 Johns Hopkins All Children's Hospital Pediatric Physician Services, Inc. (FL) SurgiKid of Florida, Inc. West Coast Neonatology, Inc.

Keywords: leave of absence, short term disability, sick leave, std

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I. POLICY

Extended Illness Bank (EIB) provides income protection during periods of extended personal illness or injury.

II. DEFINITIONS

Extended Illness Bank (EIB)	EIB is a payroll practice of accruing hours to provide employees compensation up to the amount accrued during an extended personal illness or injury.
Accrual Rates	All eligible employees accrue EIB at the same rate. The rate at which EIB is accrued is 0.057692 for every hour worked up to 40 hours in a week. The maximum accrual total for any employee is 120 hours.
Extended Illness	Extended illness is defined as a personal illness or injury lasting more than forty (40) consecutive work hours


III. PROCEDURE

A. Eligibility

- Employees classified to work 30 or more hours per week (Full-time and Part-time) are eligible to accrue EIB hours. Casual and Limited employees are not eligible.
- EIB does not apply to physician, resident and fellow employment agreements unless specifically referenced within that agreement. Trainees who are not eligible for Johns Hopkins All Children's benefits will also not be eligible for EIB.

B. Accrual

- EIB accrues on regular hours worked beginning with the first day of employment. EIB does not accrue on any hours worked beyond 40 hours per week or on-call hours. There is no accrual when an employee is on Unpaid Time Off, Paid Time Off, On-Call, or Family Medical Leave (block of time). EIB will accrue when an employee is on Intermittent Family Medical Leave on hours actually worked.

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C. Using EIB

1. Employees may use EIB only during extended personal illnesses/injuries. EIB is not available until the employee has been absent from work because of personal illness or injury for a minimum of forty (40) regularly scheduled hours. Absences must be for the same event but do not need to be consecutive. Any employee who utilizes EIB must be on the Participating Organization's approved Family and Medical Leave of Absence (FML), Health Leave of Absence (LOA), or have a submitted doctor's note that has been approved by Human Resources.
2. Limited employees are eligible to use previously accrued EIB.
3. Casual employees are not eligible to use previously accrued EIB.
4. If an employee exhausts his or her EIB balance as a result of the illness or injury, he or she will then use any available accrued PTO hours.
5. Employees must use EIB or PTO hours concurrently with the Participating Organization's sponsored Short Term Disability Insurance Plan.
6. EIB may not be used in the same FML or Health LOA in which Parental Pay has been applied.
7. EIB may not be used to cover an employee's periods of absence due to a dependent's or family member's extended illness.

D. Maximum Balance

1. Unused EIB may be accumulated up to a 120-hour maximum balance of hours.

E. Change in Status

1. When Limited or Casual employees (less than 30 hours per week) change to benefit eligible Full-time or Part-time status (30 hours or more per week), EIB starts accruing on the effective date of change.
2. When Full and Part-time employees change to Limited status (20 - 29 hours per week), they no longer accrue EIB benefits. However, EIB benefits already accumulated may be used. Should employees later change back to full-time, they again accrue EIB beginning on the effective date of return to Full-time or Part-time status for a maximum of 120 hours. When employees change to Casual status (0 - 19 hours per week), the EIB hours are removed, are not paid out to the employee, and will not be reinstated upon the employees return to Full-time or Part-time status (30 - 40 hours per week).

F. Separation

1. There is no pay out of unused EIB when employees separate from employment.

IV. SUPPORTIVE INFORMATION

Ownership:



- Human Resources

Subject Matter Expert's Title/Position (if applicable):

- Vice President, Human Resources

Review Cycle:

- 3 years

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V. APPROVAL

Electronic Signature(s)	Date
Nichole Hancock VP of Human Resources	12/14/2023

For and on behalf of Johns Hopkins All Children's Hospital, Inc. and All Children's Health System, Inc. and each of their related entities if listed above.