

Borrowing Choice Time (CT) due to the Coronavirus, March 2020

The Coronavirus pandemic is sweeping around the world. In order to allow continued income, CMH has offered its team members the benefit of borrowing up to two weeks of Choice Time. The procedure, outlined below, is a manual process and coordinated between managers, timekeepers and Human Resources.

DEFINITION: The borrowing of CT is predicated on the following:

1. The request MUST be related to absences with a direct cause of Coronavirus
2. The hours being borrowed will be taken from future CT accruals
3. Until the borrowed CT hours have been collected back, no CT balance will be available.
4. As with other CT payments, the hours are calculated on BASE pay reflecting no differentials.
5. If employment ends and CT hours are outstanding, the final paycheck earnings will be used toward that repayment.

PROCEDURE: Following are the steps that will be followed in order for team members to borrow CT hours. For illustrative purposes, the team member below is identified as Sally.

1. Manager/timekeeper completes the form below outlining the request and Manager signs.
2. Manager/timekeeper faxes the form to Jerry Marstaller (HR Fax #795-2385)
3. As an example, let's say that Sally requests two weeks of CT
4. As Sally is FT36, HR adds 72 hours into Sally's CT balance
5. Sally's timecard record (in Kronos) indicates she has 72 hours available
6. Manager/timekeeper records Sally with 72 hours of CT
7. Sally returns to work and begins accruing CT again
8. Sally's CT balance on her check stub and in Kronos reads "0.00 hours"
9. Biweekly (on non-Payroll Fridays), HR will go into Sally's CT bank and remove whatever balance she has recently accrued. HR will reduce the removed hours from the 72 hours she owes back
10. Once the 72 hours have been collected, Sally begins (again) to see her CT hours on her check stubs

To Human Resources: Please be advised that the person identified below is requesting to borrow from future CT accruals. This request is directly related to the Coronavirus pandemic of 2020. S/he realizes that future CT accruals (when back to work) will be used to reduce this amount. No CT hours will be available until the hours have been repaid.

Team member name _____

Department _____

Hospital number 1 30 31 40 46 50 61 66 75 91

Scheduled hours/week 20 24 28 30 32 36 40 Other _____

Number of hours requested _____

Manager signature _____

Date _____

Please fax completed form to Human Resources fax #795-2385.