

**SOUTHERN TRANSCRIPTION SERVICES, INC.  
ACCRUED TIME POLICY (REQUESTED TIME OFF)**

**PURPOSE FOR ACCRUED TIME**

The purpose of the accrued time off is to provide employees with flexible unpaid time off that can be used for such needs as vacation, personal or family illness, doctor appointments, school, volunteerism, and other activities of the employee's choice.

The time off you accrue and effective date replace all existing vacation, sick time, and personal business days that you have been allotted under prior policies.

**TIME ACCRUED**

Each employee will accrue time off yearly in hourly increments based on their length of service as defined below. Each employee's accrued time off is renewed at the beginning of each calendar year thereafter.

Accrued time will be subtracted from the employee's accrued time bank in 15 minute increments for all \*scheduled shifts and regardless of reason (vacation, sick, personal, technical time off)

\*A scheduled shift includes "regularly-scheduled" Sunday-Saturday shifts, RTO shifts, holiday shifts, etc., which are listed on the account-specific spreadsheet.

Regardless as to whether STS provides coverage or the employee provides coverage, the time off will be deducted from the employee's accrued time bank. This includes weekdays, weekends and holidays that the employee is scheduled to work.

Regardless as to whether STS provides coverage or the employee provides coverage, once the employee has used all accrued time, employee must work as scheduled, and the employee will not be granted any additional time off except in the case of a personal illness. If the employee must be off due to personal illness, a doctor's excuse must be sent to Michelle Hanks at [michelle@southerntranscription.com](mailto:michelle@southerntranscription.com) within 2 business days.

*Full-time employees*

- Less than 1 year = 80 hours per year
- 1 - 3 years of service = 120 hours per year
- 3+ - 6 years of service = 160 hours per year
- 6+ years of service = 200 hours per year

*Part-time employees*

- Less than 1 year = 40 hours
- 1 - 3 years of service = 80 hours per year
- 3+ - 6 years of service = 120 hours per year
- 6+ years of service = 160 hours per year

### **REQUESTING ACCRUED TIME OFF**

Scheduled time off requires 2 weeks of notice sent to Michelle Hanks at [michelle@southerntranscription.com](mailto:michelle@southerntranscription.com) unless the time is used for legitimate, unexpected illness or emergencies, such as: Personal or immediate family illness (includes accident or injury, pregnancy and childbirth, or other medical conditions)

When requesting time off, it is REQUIRED that you include the below in your email to Michelle Hanks. If this information is not included in the email request, the request will be returned and not entered on the schedule.

#### **EXAMPLE:**

Employee Name: Hannah Brooks Morris

Account Name: Office Staff

Day/Date/ Time: Thursday, 7/30/2015, 8:00 a.m. – 5:00 p.m.; Friday, 7/31/2015, 8:00 a.m. – 5:00 p.m.; Monday, 8/3/2015, 8:00 a.m. – 5:00 p.m.

Do not send vague requests that require Michelle Hanks to research your schedule to determine scheduled time off.

#### **EXAMPLE:**

I need off next Thursday, Friday and Monday.

### **LESS THAN 2 WEEKS NOTICE**

If request is not submitted 2 weeks prior, or it is a scheduled holiday, or it is a scheduled weekend, the employee must provide their own coverage by soliciting the entire account staff for assistance. If coverage cannot be provided, the employee must work as scheduled.

\*\*\*Remember all time taken off will deduct from your accrued time bank.\*\*\*

An email to the account staff stating things like, "I may be 30 minutes late today" Or "I will need to leave 2 hours early tomorrow" is not acceptable.

\*\*\*Remember all time taken off will deduct from your accrued time bank.\*\*\*

Coverage must be provided by someone who is not scheduled to work during the hours requested off.

Once coverage is obtained, email Michelle Hanks at [michelle@southerntranscription.com](mailto:michelle@southerntranscription.com) the name of the person covering and the date and time of coverage.

### **UNAPPROVED TIME OFF**

In all instances, time off must be approved. Southern Transcription appreciates as much notice as possible when you know you expect to miss work for a scheduled absence.

An employee, who misses more than three consecutive unscheduled days, may be required to present a doctor's release to Michelle Hanks at [michelle@southerntranscription.com](mailto:michelle@southerntranscription.com) that permits them to return to work.

Any employee who misses two consecutive days of work without notice to the company president, Hannah Morris, may be considered to have voluntarily quit their job.

### **EXCESSIVE TIME OFF**

Time off taken in excess of employee's accrued time bank will result in progressive disciplinary action up to and including employment termination. The only possible exception to this policy must be granted by the company president, Hannah Morris.

Time off accrued prior to the start of a requested and approved unpaid leave of absence must be used to cover hours missed before the start of any FMLA leave.

Progressive disciplinary action due to incidents of absenteeism is administered on a rolling 12 month calendar as follows:

- One-two incidents: No disciplinary action - Supervisory coaching
- Third incident: Verbal warning with a documented coaching session
- Fourth incident: Written warning in the employee's file
- Fifth incident: Employment termination
- An employee who receives a second written warning in a rolling 24 month time period will have his or her employment terminated.

### **VOLUNTEERING TO COVER TIME OFF**

If you are available to cover any voids, please reply to all on the coverage request email and include the date and time you are available.

When volunteering to cover an 8 hour shift, it is preferable for staff to cover at least 4 hours

When volunteering to cover a 6 hour shift, it is preferable for staff to cover at least 3 hours.

When volunteering to cover a 1-5 hour shift, it is preferable for staff to cover all hours.