RAD CORE Policy and Procedure Manual

Originator: 
Verified by: 
Version date: October 15, 2008
RAD CORE Policy and Procedure Manual

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Policy 1.0-Adherence to departmental policy

Effective Date: November 5, 2007
Revision Date: October 15, 2008

All employees of the department of Radiology (Research) must adhere to all policies and procedures of the Radiology Department and those policies of RADCORE. Any violations may result in disciplinary action.
Policy 2.0-Patient Care

Effective Date: November 5, 2007
Revision Date: October 15, 2008

All research participants presenting for Radiology related studies must be accompanied by a member of the research team or designee. These persons include the following: Research Coordinator, Project Manager, Fellow, Resident or Physician. Please see below for a description regarding each imaging modality.

Policy 2.1

Effective Date: November 5, 2007
Responsible Officer: Kathleen McCarthy/Dr. Mitchell Schnall

Magnetic Resonance Imaging (MRI)

- The Research Coordinator must accompany their participants to the research scanner.
- An MRI Screening form must be completed and signed by the participant
- If the patient is receiving an injection of Gadolinium, the Gadolinium form must be completed and signed by a Radiologist.
- A medication form must be completed and signed by the participant (if applicable).
- All of the above forms must be given to the technologist for review
- The Research Coordinator is responsible for documenting the following information in the study chart (if applicable):
  - Site of IV line placement
  - Lot number, expiration date and dose of Gadolinium administered.
  - Scan start and end time
  - Adverse events

- The Research Coordinator must provide their contact information and be available in case of questions/adverse events
- Per Dr. Schnall, the Research staff may leave the area if needed. It is strongly recommended that the Coordinator stay within local range.
Policy 2.2

Effective Date: November 5, 2007
Responsible Officer: Kathleen McCarthy/Dr. Mitchell Schnall

Computer Tomography (CT)

- The Research Coordinator must accompany their participants to the CT section.
- A CT questionnaire must be completed and signed by the participant
- If the patient is receiving an injection and or oral contrast, the CACTIS Script must be signed by a Radiologist.
- A medication form must be completed and signed by the participant (if applicable).
- All of the above forms must be given to the technologist for review
- The Research Coordinator is responsible for documenting the following information in the study chart (if applicable):
  - Site of IV line placement
  - Lot number, expiration date and dose of contrast administered.
  - Scan start and end time
  - Adverse events

- Coordinators must be present at all times during a contrast imaging scan.

If, this is a non-contrast scan:

- The Research staff must accompany the participant to the Radiology area (as noted) and assist the patient in checking-in.
- All of the above forms (minus the Script) must be given to the Technologist
- The Research Coordinator must provide their contact information and be available in case of questions/adverse events

Policy 2.3

Effective Date: November 5, 2007
Responsible Officer: Kathleen McCarthy/Dr. Mitchell Schnall

Positron Emission Tomography (PET)/Nuclear Medicine

- Research coordinator must accompany their participants to the Nuclear Medicine section.
A PET protocol/injection script must be completed and given to the receptionist or technologist.

- The script must be signed by a Radiologist.
- A medication form must be completed and signed by the participant (if applicable).
- The Research Coordinator is responsible for documenting the following information in the study chart (if applicable):
  - Site of IV line placement
  - Lot number, expiration date and dose of FDG administered.
  - Scan start and end time
  - Adverse events

- The Research Coordinator must provide their contact information and be available in case of questions/adverse events.
- Per Dr. Schnall, the Research staff may leave the area unless OTHERWISE noted by the Principle Investigator of the study.
Policy 3.0-Compliance and Training

Date: November 5, 2007
Revision Date: October 15, 2008

All Radiology Research Coordinators/Project Managers must have a valid POR certificate while conducting clinical research in the department. These Coordinators must also complete the Penn Clinical Research Coordinator training and certification exam within one year of employment within the department.
Policy 4.0-Work Schedules (see appendix A)
Effective Date: October 15, 2008

- All employees are required to work an eight hour work day, five days a week. This includes one hour for lunch.
  - Your schedule was set in the past. If you need to change your hours, you must notify your supervisor at least one week in advance. Accommodations will be made if advance notice can not be given.
- Our schedules will fluctuate due to imaging times; but all must work eight hours.
  - You may need to adjust your schedule based on patient care.
  - If your study requires you to be present during your “off” hours, and you are unable to accommodate this, it is your responsibility to find coverage.

Policy 4.1 Comp. time/Flex time

- Comp time is given to the staff member on particular occasions. The supervisor must be notified of comp time usage.
  - However, you must have built up your comp time, within five business days prior to the day you need to leave early/come in late.
  - Comp time is also given, if you need to stay late/arrive early due to scheduling of research study participants.
  - If you need to leave the office early on a particular day, you may do so using comp time instead of sick time.
  - Comp time may only be used once during a calendar month.

- If you decide to use flex time instead, this just means that you will work a different work schedule for that particular day (ex: 7:00am-3:00pm instead of 9:00am-5:00pm)
- If this policy is abused, disciplinary action may occur.
Policy 5.0-Leave
Effective Date: October 15, 2008

Policy 5.1-Vacation time (see appendix B)

- PTO is accrued monthly (at the end of each month). The accrual rate is based on the years of service at Penn (appendix B).
- Maximum balance=24 PTO days.
- Request for time off must be submitted one week in advance to your supervisor. This must be submitted in writing (the Request for Time off sheet) or via email prior to submitting the Request for Time off sheet.
- No more than two employees can be out at the same time.

Policy 5.2-Sick leave (see appendix C)

- Notification of sick leave should occur as soon as the staff member knows that he/she will be unable to work, but no later than 8:30am. Please notify your supervisor one of these ways:
  - Contact supervisor on her cell phone
  - Leave voice mail on supervisor's work machine
- Sick leave is accrued at the rate of one sick day per completed month.
- Maximum sick leave balance=90 work days.
- Sick leave may be used for illness of the staff member, illness of a family member of his/her household (up to 3 per fiscal year) and for doctors/dental appointments (when it is not possible to schedule during off hours).

Policy 5.3-Other leave (see appendix D)

- Military Leave
- Jury Duty
- Bereavement
Policy 6.0-Dress Code
Effective Date: October 15, 2008

A dress code can not cover all contingencies so, employees must use judgment in their choice of clothing, for work attire. If you are uncertain, on what is acceptable, please speak with your supervisor. If inappropriate attire is worn, disciplinary action may occur.

Slacks, Pants, and Suit Pants
Slacks, wool pants, flannel pants, dressy capris, and nice looking dress pants are acceptable. Clean, wrinkle-free jeans or denim pants are also acceptable provided they do not have holes or inappropriate logos or decoration.
- Inappropriate attire: include: sweatpants, exercise pants, shorts, bib overalls, leggings, and any spandex or other form-fitting pants such as people wear for biking.

Skirts, Dresses, and Skirted Suits
Casual dresses and skirts are acceptable. Dress and skirt length should be at a length at which you can sit comfortably in public.
- Inappropriate attire: Mini-skirts, skorts, sun dresses, beach dresses, and spaghetti-strap dresses

Shirts, Tops, Blouses, and Jackets
Casual shirts, dress shirts, sweaters, golf-type shirts, and turtlenecks are acceptable attire for work. Most suit jackets or sport jackets are also acceptable attire for the office, if they violate none of the listed guidelines.
- Inappropriate attire: includes tank tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders; sweatshirts, and t-shirts unless worn under another blouse, shirt, sweater or dress.

Shoes and Footwear
Conservative athletic or walking shoes, loafers, clogs, sneakers, boots, flats, dress heels, peep toe shoes, and leather deck-type shoes in good condition are acceptable for work.
- Inappropriate attire: Thongs, sandals, flip-flops, slippers, and any shoe with an open toe or heel.

Perfume, and Cologne
Remember that some employees are allergic to the chemicals in perfumes and make-up, so wear these substances with restraint.
Hats and Head Covering Hats are not appropriate while at work. Head Covers that are required for religious purposes or to honor cultural tradition are allowed.
Appendix A-Work Schedules: University Policy

POLICY NO: 601
EFFECTIVE DATE: 06/24/1999

WORK SCHEDULES

The University's standard work week for pay computation purposes is 12:01 a.m. Monday through 12:00 midnight Sunday.

The normal business hours of the University are 9:00 a.m. – 5:00 p.m. Monday through Friday. The operational needs of some units may require variations to these hours.

The normal weekly work schedule for staff members is 35 hours per week made up of five (5) 8-hour work days each including one unpaid hour for lunch. Lunch hours are normally scheduled between 11:30 a.m. and 2:00 p.m.

It is the responsibility of the supervisor to establish work schedules to meet the operating needs of the unit, advise staff members of the daily and weekly work schedules of their positions when hired, and advise staff members of changes in working hours as far in advance as possible.

The regular work schedule for a position is designated by the supervisor on the Request for Compensation/Employment Services (HR1) at the time the form is submitted.

It is recognized that circumstances may arise in which a staff member is required to work overtime with little or no advance notice.

An increase or decrease in the regular work schedule of a weekly-paid staff member (e.g., from 35 to 37.5 hours) requires approval by The Division of Human Resources/Compensation if the change is expected to continue for more than four (4) consecutive weeks. Such a change requires a letter of justification addressed to HR/Compensation and signed by the head of the responsibility center.

HUP EMPLOYEES

University staff assigned to work in the Hospital of the University of Pennsylvania are governed by the policies of the Hospital with respect to hours of work.

UNION EMPLOYEES

University employees covered by Collective bargaining agreements should refer to the appropriate article in their contracts.
Appendix B-Paid Time Off: University Policy

POLICY NO: 607
EFFECTIVE DATE: 12/22/2004

PAID TIME OFF

Note: This policy reflects the new accrual schedule for Paid Time Off. This policy supersedes the vacation, personal day and floating day policies. The vacation, personal and floating day policies have been combined into this revised policy.

Paid Time Off is provided for the purpose of rest, relaxation and a planned interruption from the workplace or to attend to personal affairs. Paid Time Off is to be taken within the year accrued in order to receive the personal replenishment value intended. Supervisors and staff have the responsibility to plan schedules that meet operating requirements of departments and time off needs of staff. In order to balance and meet service and staffing requirements, staff members and supervisors should plan time off schedules well in advance.

ELIGIBILITY

All regular part and full time staff members whose salaries are based on service for twelve months are eligible to request the use of accrued Paid Time Off upon the completion of the Introductory Period.

ACCRUAL

Staff members accrue Paid Time Off based on their years of service in regular University positions and the date when they began continuous employment with the University. Time served in temporary or occasional positions is not counted in calculating a staff member's Paid Time Off accrual rate.

(A) ACCRUAL OF PAID TIME OFF:

All regular staff members who have completed the Introductory Period and whose salaries are based on service for twelve months hired on or after July 1, 1997* accrue Paid Time Off in accordance with the following:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Monthly Accrual Rate</th>
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<tbody>
<tr>
<td>Less than 2 years of service</td>
<td>1.250</td>
</tr>
<tr>
<td>At least 2 years of service</td>
<td>1.417</td>
</tr>
</tbody>
</table>
At least 3 years of service  1.583
At least 4 years of service  1.750
At least 5 years of service  2.000

Paid Time Off is accrued monthly and is available for use by the staff member the month following the month of accrual.

Years of service are accrued from the staff member's most recent employment date in a regular University position. If the anniversary date is on or before the 15th of the month, the staff member will accrue at the new rate for the month. If the anniversary date is on or after the 16th of the month, the staff member will accrue at the new rate the following month.

When hired on or before or terminated on or after the 15th of the month, a full month's accrual will be credited.

*Regular full-time exempt and non-exempt monthly and weekly paid staff members whose salaries are based on service for twelve months and were hired on or before June 30, 1997 are now accruing at two (2) days per month.

(B) MAXIMUM BALANCE

During the first year of this policy, staff members will continue to accrue Paid Time Off without a maximum balance being applied. Effective July 1, 1998 (fiscal year 1999), a staff member may not have a balance of more than twenty-four (24) Paid Time Off days at any time. If a staff member's balance is at twenty-four (24) days, the staff member will not accrue any additional days. Days will not be retroactively accrued and credited to the staff member's Paid Time Off balance.

(C) INTRODUCTORY PERIOD

During the Introductory Period staff members do not accrue Paid Time Off. A staff member whose employment is terminated during this period will not receive payment for Paid Time Off days. However, upon completion of the Introductory Period, accrued Paid Time Off will be credited retroactively to the initial date of employment. Upon completion of the Introductory Period, a staff member may request Paid Time Off.

In cases where the Introductory Period is longer than six (6) months, the staff member will be credited Paid Time Off retroactively to the initial date of hire after six (6) months of employment. If the staff member has more than six (6) months of employment and is terminated during the Introductory Period, the staff member will receive payment for accrued and unused Paid Time Off.
PART TIME STAFF MEMBERS

Regular part time staff members accrue Paid Time Off based on the percentage of a full time schedule worked. Paid Time Off is calculated by determining the number of days which such a staff member would be eligible if the staff member were full-time. That number is divided by the number of hours per week established for the full-time positions in the same department and multiplied by the number of hours the part-time staff member works per week.

USE OF PAID TIME OFF

Staff members and supervisors should plan and schedule each fiscal year to allow the staff member to take Paid Time Off. Arrangements for Paid Time Off should be requested and approved in advance by a staff member's immediate supervisor. The staff member's immediate supervisor maintains the discretion to grant Paid Time Off without advance notice. In such cases, the supervisor may or may not grant Paid Time Off based on the business and operational needs of the unit.

PAYMENT OF UNUSED PAID TIME OFF

Upon the voluntary or involuntary termination of employment, all regular staff members who have successfully completed their Introductory Period must be paid for their accrued and unused Paid Time Off based on the date of separation.

UNIVERSITY STAFF WHO ARE COVERED BY COLLECTIVE BARGAINING AGREEMENTS

University staff members covered by collective bargaining agreements should refer to the appropriate article in their contract.

*For staff using Flexible Work Options, Paid Time Off usage will be governed by the Flexible Work Options Guidelines.
Appendix C-Sick Time: University Policy

SICK LEAVE

The Sick Leave policy is designed to provide position and salary continuation in the event of illness and to promote sick leave conservation for extended protection.

Regular full-time, part-time and limited service staff members through position grade 28 are eligible.

The accumulation of sick leave allows continuation of full base pay plus benefits when an eligible staff member is required to be absent from work because of illness or medical conditions.

ACCRUAL

Sick leave is accrued based on a staff member's regularly scheduled hours of work. A full-time or limited service staff member accrues sick leave at the rate of one day per completed month of service up to twelve days in each fiscal year (July 1-June 30). A regular, part-time staff member accrues sick leave on a pro-rata basis. The maximum sick leave accumulation is ninety (90) work days.

NOTIFICATION

A staff member or his/her designee should notify his/her supervisor as soon as he/she knows that he/she will be unable to work, but no later than the starting time of the staff member's work day. A staff member must notify his/her supervisor on each day of absence unless other arrangements have been made.

HEALTH CARE PROVIDER CERTIFICATION

When a staff member has been out on sick leave for more than three (3) consecutive work days, he/she is required to submit documentation from a health care provider to their supervisor certifying the medical necessity for the absence and expected date of return to work. Additionally, where a staff member has been out on sick leave for more than three (3) consecutive work days, the supervisor is expected to notify the staff member that the University is provisionally designating the use of that sick leave as Family Medical Leave in addition to sick leave.

For any absence due to illness, a supervisor may request a written statement from the staff member's health care provider, certifying the medical necessity for an absence.
The University reserves the right to require that the staff member submit to examinations by a health care provider of the University's choosing for continuation of payments under this policy.

**USAGE**

Sick leave may be used for illness of the staff member, for illness of a member of his/her household (up to three (3) days per fiscal year) and for doctor/dentist appointments when it is not possible to schedule them during non-working hours. Sick time used for health care provider appointments, which are not medically urgent, must be scheduled in advance and approved by the supervisor.

Sick leave is provided for the reasons stated in this policy and may not be used for other purposes. Sick leave may not be advanced.

Staff members who use sick leave may be required to concurrently use benefits under the Family Medical Leave policy.

**POSITION/SALARY CONTINUATION**

A staff member who properly uses the provisions of this policy is entitled to return to a similar or equivalent position without reduction in salary or loss of service credit. However, if a staff member has exhausted all available sick leave, his/her employment may be subject to termination unless he/she qualifies for and receives short term disability, Family Medical Leave or other leave benefits.

In case of illness which is expected to continue beyond sick leave accrual, the Short Term Disability and/or Family Medical Leave policies may be applicable.

**SICK LEAVE FOR STAFF MEMBERS HIRED PRIOR TO AUGUST 1, 1984**

Regular full- and part-time support and professional/administrative staff through grade PA8 (hired before August 1, 1984) entered the sick leave program with all sick leave that they had accumulated under the old policy:

A. Weekly-paid staff members entered with their current unused accumulation plus a prorated amount from their anniversary date to the conversion date, up to a maximum of fifty-four (54) days.

B. Monthly-paid staff members entered with ninety (90) working days of sick leave credit.

**UNIONIZED STAFF MEMBERS**

University staff members in collective bargaining units are governed by the terms and conditions of their respective collective bargaining agreements.
Appendix D-Other types of leave: University Policy

BEREAVEMENT POLICY (FORMERLY KNOWN AS TIME OFF WITH PAY FOR DEATH IN THE FAMILY)

Regular staff members are provided with paid time off for making arrangements, settling family affairs, bereavement, and/or attending the funeral or memorial service of a member of the immediate family. The University reserves the right to require documentation of the death (e.g., death certificate, obituary, documentation from funeral home).

Time off for death in the family is arranged by notifying the staff member's immediate supervisor or department head.

Questions on this policy should be referred to the Division of Human Resources/Staff and Labor Relations.

TIME ALLOWANCES

A maximum of five (5) days off with pay is permitted upon the death of a regular staff member's:

- spouse or University registered same sex domestic partner (in accordance with Policy 716)*
- child
- brother or sister
- parent or guardian
- son or daughter-in-law
- mother or father-in-law
- brother or sister-in-law

*This five (5) day allowance also applies to the above-listed relatives of the staff member's University registered same sex domestic partner.

Direct step relations are included in this category.

A maximum of three (3) days off with pay is permitted upon the death of a regular staff member's directly related:

- grandparent
- grandchild
aunt or uncle

One (1) day off with pay is permitted upon the death of a regular staff member's directly related:

- first cousin
- nephew or niece

The allotted days off with pay do not have to be consecutive. However, the allotted time off should be used within a year of the death of the family member.

A staff member may make a request to his/her supervisor to use Paid Time Off for death of family members or friends not covered by this policy or if the staff member needs additional days off in excess of the time allowances outlined in Section 609.1 due to the death of a family member covered by this policy.

**JURY DUTY**

**TIME OFF FOR JURY DUTY AND COURT APPEARANCE WITH PAY**

Employees are encouraged to serve on jury duty and fulfill their court-related, civic obligations. The University provides regular faculty or staff members paid time off to do so without change in status or loss of pay.

Individuals appearing in court on their own behalf are required to use personal or vacation days.

The faculty or staff member should notify his/her supervisor or department head upon receipt of a summons or subpoena.

Individuals summoned for jury duty or appearing as subpoenaed witnesses are expected to work during normal working hours whenever court is not in session or when their presence in court is not required.

**610.1 UNIVERSITY PAY AND COURT REIMBURSEMENTS**

A faculty or staff member called for jury duty, subpoenaed or requested by University attorneys to appear in court as a witness to testify when the testimony covers his/her job duties will be paid his/her regular rate of pay upon submission of the summons/subpoena from the court, if applicable.

The faculty or staff member may keep any expense monies or statutory witness fee allotted to him/her for such court service.
MILITARY LEAVE

Extension of Temporary Enhancement to Military Leave Policy (through February 28, 2010)

To continue our support of Penn faculty and staff who may be called or volunteer to serve on active military duty, the University will again extend the temporary enhancement to the Military Leave Policy to February 28, 2010. Eligible faculty and staff members who commence military leave between February 25, 2003 and February 28, 2010 will be provided up to 90 calendar days of military pay and benefits during the temporary military pay enhancement period in accordance with the University's Military Leave Policy and the guidelines outlined below.

Summarized below are the provisions of the temporary enhancement of the University's military leave pay and benefits and the University's Military Leave Policy.

The University grants up to five (5) cumulative years of time off without pay for faculty and regular staff members (including staff covered by collective bargaining agreements*) who are called to or volunteer for active military duty in accordance with Federal guidelines. The employee's University department is committed to return the faculty or staff member to active University status in the same or comparable position, pay grade and salary within the department at the end of the military leave if the employee meets certain conditions as outlined in the University's Military Leave Policy.

Temporary Enhanced Military Pay and Benefits

For all eligible faculty and staff members who commence leave for active military duty or training between February 25, 2003 and February 28, 2010, the University will extend the military pay period from 10 workdays per fiscal year to a maximum of 90 calendar days during the temporary military pay enhancement period. If the faculty or staff member's documented military pay is less than his/her University base pay, the employee's home department will pay the difference for up to 90 calendar days while the employee is engaged in military training and/or on active duty. If the employee’s military pay is more than or equal to his/her University base pay, the home department will not provide any differential pay. Military pay consists of base pay, plus allowance for longevity, subsistence, quarters and dependents, plus pay for sea, flight, foreign and hazardous duty. Military pay does not include reimbursement for travel expenses. After the maximum 90 calendar days of Penn military pay is exhausted, the employee may choose to either use Paid Time Off (vacation) during military leave or elect to take an unpaid leave of absence.

During the temporary enhanced paid military leave period (up to 90 calendar days), the faculty or staff member's medical, dental, vision, basic group life, supplemental group life and dependent life insurance will continue in effect on the same basis as an active employee. Per the University's Military Leave Policy, accidental death and dismemberment insurance will not be continued or payable during military duty. Employees who continue military duty after the paid military leave period (up to 90 calendar days) may elect to continue their University medical, dental, vision, and life insurance benefits. Employees should contact the Penn Benefits Center (1-888-736-6236) prior to departure regarding benefits continuation.
During the paid military leave period, the employee will continue to accrue Paid Time Off (vacation) and sick days in accordance with the relevant University policies. Other benefits will remain the same, in accordance with the University's Military Leave Policy and Federal and State guidelines.

This temporary enhancement of military pay and benefits (up to 90 calendar days) only applies to employees who commence military leave between February 25, 2003 and February 28, 2010. This provision will not be applied retroactively. The University reserves the right to amend this temporary provision at any time.

For more information on the University's Military Leave Policy, scroll down to refer to the Military Leave Policy or contact the Division of Human Resources, Staff and Labor Relations at (215) 898-6093.

*University staff members who are covered by collective bargaining agreements should refer to the appropriate contract article for leaves without pay.

Instructions for Faculty or Regular Staff Members Called To or Volunteering for Active Military Duty

Instructions for Supervisors or Department Heads

Instructions for Business Administrators and Staff Responsible for Changes to the Personnel Payroll System

PURPOSE OF POLICY

The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) protects job rights and benefits for veterans and members of the reserves. USERRA, and various state laws, apply to all employers doing business in this country regardless of size. The law protects all persons serving in the Army, Navy, Marine Corps, Air Force, Coast Guard, Public Health Service commissioned corps, and the reserve components of these services and the National Guard.

TIME OFF WITH PAY FOR MILITARY RESERVE DUTY

All faculty and regular staff (hereinafter "Employee") who are members of the National Guard or a reserve component of the United States Armed Forces, including the Coast Guard and Public Health Service Commission Corps, will be granted time off with pay for annual military duty provided the duty is obligatory to maintain military status.

The maximum paid time allowed for annual duty is ten (10) work days per fiscal year (July 1 to June 30). Any period of time spent on military duty in excess of the maximum paid time allowed may be taken as Paid Time Off (PTO) or a leave without pay.

A request for time off for annual military duty should be made to the Employee's immediate supervisor or department head at least two (2) weeks in advance of the duty. The request should include the
dates of departure and return, and should be accompanied by a copy of the official orders, if possible. The Employee will be asked to provide a copy of official orders for leaves exceeding thirty (30) days in duration.

RECEIVING COMPENSATION FOR ANNUAL MILITARY RESERVE DUTY

During the ten (10) day military pay period, if military pay is less than University pay, the University pays the difference for the maximum paid time allowed for annual duty (ten (10) work days). Military pay consists of base pay, plus allowance for longevity, subsistence, quarters and dependents, plus pay for sea, flight, foreign, and hazardous duty. Military pay does not include reimbursement for travel expense.

To receive pay from the University during the ten (10) military pay period, the Employee must

A. Furnish a certified statement of the military pay and allowances for the time off;

B. Endorse the military paycheck to the Trustees of the University of Pennsylvania and give the endorsed check to the department business administrator, who will forward the endorsed check to the Manager of Payroll.

After the annual maximum paid time for duty of ten (10) days is exhausted, Employees, may choose to either use accrued but unused PTO during military leave, or they may elect to take an unpaid leave of absence during the period of military leave. If the Employee does not turn in the military pay, he/she will have the option of being charged PTO days equal to the time away for training or of taking the time as unpaid time off.

TIME OFF WITHOUT PAY FOR ACTIVE MILITARY DUTY

A. DESCRIPTION

Leave will be granted for voluntary or involuntary service in the uniformed services, provided the cumulative length of the absence from work and all previous absences from work by reason of service in the uniformed services from the University does not exceed five (5) years, unless an additional period of service is required by the Federal or State government. The five-year cumulative total does not include inactive duty training (drills), annual training, involuntary recall or retention on voluntary or involuntary active duty in support of war, national emergency, or certain operational missions or training or retraining requirements.

Employees who are granted military leave for voluntary or involuntary service in the uniformed services, will receive ten (10) paid days for military duty unless they have already exhausted the maximum ten (10) paid days for military duty granted per fiscal year (July 1 to June 30) as described in Section 611.2. Employees will receive time off without pay for the remainder of the military leave.
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<th><strong>RAD CORE</strong></th>
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<td><strong>Policy and Procedure Manual</strong></td>
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<table>
<thead>
<tr>
<th><strong>Originator:</strong></th>
<th><strong>Verified by:</strong></th>
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B. NOTICE

Unless precluded by military necessity or circumstances under which the giving of notice is otherwise impracticable or unreasonable, the Employee (or an appropriate officer of the uniformed service in which the Employee is to serve) must give as much advance written or oral notice as possible of the need for military leave.

C. REEMPLOYMENT

The University is committed to reinstating returning Employees to active status in the same or comparable position, pay grade, and salary at the end of the leave if they meet the following criteria:

1) The Employee had been employed in a regular staff position and would not have been subject to position discontinuation if employment had not been interrupted by military service;

2) The Employee gave notice to the University prior to leaving, unless precluded by military necessity or to do so would have been impracticable or impossible;

3) The cumulative period of active service did not exceed five (5) years, excluding certain services required by, among other things, a declared war or national emergency;

4) The Employee was not discharged from the military under other than honorable terms;

5) The Employee reported back to the civilian job in a timely manner.

a. Application for reinstatement must be submitted not later than 90 days after completion of military duty. The deadline for reinstatement may be extended up to two (2) years for Employees who are disabled or convalescing due to an injury incurred or aggravated as a result of military duty; and

6) Circumstances have not so changed as to make such reemployment impossible or unreasonable and do not impose an undue hardship on the University.

The University may request that the Employee present a certificate of discharge or release from active duty under honorable conditions.

D. REPLACEMENT HIRE FOR EMPLOYEE ON LEAVE

The University may hire a replacement while an Employee is on military leave. The replacement is a term appointment and the offer letter from the hiring officer must clearly state the term of the appointment. The replacement worker may be eligible for benefits depending on the type and length of the assignment. However, in no case, will a replacement worker be eligible for benefits provided under
the Position Discontinuation and Staff Transition policy. The offer letter must clearly state the terms and conditions of employment and that the position will end upon the return of the Employee on leave. Upon return of the Employee from military leave, the replacement worker's employment with the University will cease.

Special arrangements for faculty members are handled by the Provost's Staff Conference.

BENEFITS

A. Time Accrual

1. During the leave without pay, there is no accrual of sick days or paid time off days. Military time will be counted toward any benefit where length of service is considered determining time off benefits.

2. Time while on leave is counted as service credit in determining eligibility for those benefits that are dependent upon length of service.

B. Health and Other Benefits:

1. The University provides you with limited health coverage during your military leave. Medical, dental and vision insurance shall continue in effect for the first thirty (30) days of military duty on the same basis as an active Employee. Those on duty for thirty-one (31) or more days may elect to continue employer-sponsored health care for up to 24 months, or longer under certain circumstances, in accordance with controlling law. The University may require Employees electing coverage to pay the full cost to the University. For health plans, this would be the COBRA rate without the two (2) percent administrative charge. You should check with appropriate military personnel to determine what medical benefits, if any, are available to you and your dependants while you are on active duty.

Unless circumstances do not permit, the Employee must contact the Penn Benefits Center at 1-888-736-6236 to arrange for payment of benefits if he/she wishes to continue participation in the University medical, dental, and vision benefits after the first thirty (30) days of military duty. If an Employee elects to continue participation in these benefits, he/she will be billed directly for the benefits. If an Employee does not choose continuation of coverage, benefits will be reinstated, with no waiting period, immediately upon a timely return to work.

2. Basic group life insurance coverage may be continued for eighteen (18) months by paying the same rate paid by the University. Supplemental group life insurance and dependent life insurance, which are employee-pay-all programs, may also be continued for eighteen (18) months by paying the same rates as active employees. Unless circumstances do not permit, the Employee must contact the Penn Benefits Center at the number above to arrange for payment of these benefits if he/she wishes to continue participation in the University life insurance benefits. Note that the policy covers death while serving in the military.
3. Accidental death and dismemberment insurance is a supplemental part of the group life policy and is not continued or payable during military duty.

4. Employees participating in the pre-tax accounts may continue to submit claims against balances accumulated in their accounts through the duration of the plan year and/or relevant filing period.

5. Tuition benefits for Employees and/or eligible dependents will be continued during the military leave.

C. Retirement Benefits

1. Under the Retirement Allowance Plan, time spent on leave without pay counts toward the plan's eligibility service, vesting service and benefit accrual. Upon reemployment, the Employee will be treated as if he or she had been actively employed during the military leave for pension accrual purposes.

2. Employees participating in the Tax-Deferred Retirement (TDR) Plan may make up for missed contributions from the leave period upon return to work. Employees should contact the Division of Human Resources Benefits Office at 215-898-3539 within 30 calendar days of their return to work for information on this process. University basic contributions will automatically be made to the Employee upon his or her timely return to employment and timely notification to the Division of Human Resources Benefits Office, but University matching contributions will not be made until the Employee makes up his/her contributions as described in the next paragraph.

Missed Employee contributions must be made after reemployment and before the earlier of: 1) five years, or 2) three times the length of the period of military services. Certain contribution limits may apply. The missed contributions can be made on a pre-tax or post-tax basis. The requirements for making missed contributions are under controlling law. You will be advised of your rights and obligations upon your reemployment.

3. Employees who are on military leave for longer than 30 days and have outstanding retirement plan loans if permitted under the applicable plan may request a suspension of loan payments while on military leave. If the loan payments are suspended, interest on the unpaid loan balance would continue to accrue at a rate of 6% during the length of the military leave. Upon the Employee's return from active duty, the interest rate will revert back to the original rate and the Employee must resume loan payments to the plan, but the amount of the loan payments will be recalculated to include the interest that accrued during the military leave. The period for paying off the outstanding balance of the loan (plus the accrued interest) will be extended by the period of the Employee's military leave. To request a suspension of payments or to get more information regarding loan repayments, Employees should contact the Benefits Office at (215) 898-3539.

Many issues may arise concerning your rights during military leave. This policy does not, and cannot, address all such issues. If issues arise that are not addressed in this policy, the University will abide by USERRA and any controlling state laws. Should you have any
questions or require further information, please consult the Division of Human Resources/Staff and Labor Relations at 215-898-6093