

Orthotic & Prosthetic Resident Duty Hours and Time Away

1. Introduction

In order to ensure residents meet all requirements of the O&P residency program and quality patient care, the O&P resident works 40 hours per week. Furthermore residents are granted paid time off (PTO) in addition to holidays observed by the organization.

2. Office Hours

The resident must be present during normal business hours and be ready to work at the start times noted each day.

- Monday 8:30 AM – 4:30 PM
- Tuesday 8:30 AM – 4:30 PM
- Wednesday 8:30 AM – 4:30 PM
- Thursday 8:30 AM – 4:30 PM
- Friday 8:30 AM – 4:30 PM

The resident may be required to stay beyond the clinicals normal business hours if a patient visit runs beyond the scheduled time or the resident has not completed all required tasks. Failure to report at the scheduled business hours multiple times may result in disciplinary action.

3. Maximum Hours

Residents are not allowed to work more than 12 consecutive hours and must have a minimum of 10 hours off between shifts. The total number of hours worked per week may not exceed 60 hours. Any time accrued providing on-call services is included in the total time worked per week.

4. Holidays Observed

The clinic is closed in observance on the following holidays and no outpatient office visits will be scheduled on the following days:

- New Years Day (Jan)
- Memorial Day (May)
- Independence Day (July)
- Labor Day (September)
- Thanksgiving (November)

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- The Day after Thanksgiving
- Christmas Day (December)

5. Time Off

- Two weeks paid vacation upon hire of resident
- Earned Paid sick time accrues 1 hour for every 30 hours worked

Residents that take more than 37 days off during a 52-week period of time will be required to extend their residency. Time off for non-illness related reasons must be requested and approved by the clinic manager at least 10 days in advance.

6. Religious Observance

Residents may apply PTO to observe religious holidays and in the event the resident does not have adequate PTO, they may opt to take time off unpaid. A 10 day advance notice is required when requesting time off.

7. Maternity/Paternity Leave O & P Lab provides family leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or to care for a child, spouse, or parent with a serious health condition. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider.

Employees in the following employment classifications are eligible to request family leave as described in this policy:

- * Regular full-time employees
- * Regular part-time employees

Eligible employees should make requests for family leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events. Employees requesting family leave related to the serious health condition of a child, spouse, or parent may be required to submit a health care providers statement verifying the need for family leave to provide care, its beginning and expected ending dates, and the estimated time required.

Eligible employees may request up to a maximum of 12 weeks of family leave within any 12-month period. Any combination of family leave and medical leave may not exceed this maximum limit. Married employee couples may be restricted to a combined total of 12 weeks leave within any 12-month period for childbirth, adoption, or placement of a foster child; or to care for a parent with a serious health condition.

Subject to the terms, conditions, and limitations of the applicable plans, O & P Lab will continue to provide health insurance benefits for the full period of the approved family

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leave. Benefit accruals, such as vacation, sick leave, and holiday benefits will continue during the approved family leave period. Employees will be required to take all available paid leave in conjunction with FMLA. So that an employee's return to work can be properly scheduled, an employee on Family leave is requested to provide O & P Lab with at least two weeks' advance notice of the date the employee intends to return to work. When a family leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to return to work on the agreed upon return date, O & P Lab will assume that the employee has resigned.

Employees may take up to 12 weeks of Maternity leave. >

8. Leave of Absence

If the resident must take an extended leave of absence, the resident must file a Status Change form with NCOPE Staff, and the residency will be extended equal to the duration of the residents leave.