

Temporary Hazardous Duty Vacation Accrual Policy

It is the nature of Roanoke Chowan Community Health Center during certain times that some employees may perform hazardous duties or duties in hazardous locations, or both, outside of their normal scope of work. This “hazardous” duty period only applies to extra ordinary factors and must be declared by the CEO. In recognition of the employee’s willingness and skillset to accept the hazardous duties, Roanoke Chowan Community Health Center has implemented the Hazardous Duty Vacation Accrual Policy.

Scope

All full-time and part-time employees assigned to job locations classified as “hazardous” are eligible for hazard duty vacation accrual. Roanoke Chowan Community Health Center defines Hazardous Duty Vacation Accrual (HDVA) as a supplement to the employee’s normal vacation hour accrual. Employees may receive HDVA while working at a location that has been classified as hazardous. Employees will not receive HDVA for locations not classified as “hazardous”. Employees that choose to work at the “hazardous” location even when the specific position has been approved for tele-commuting may not be eligible to receive HDVA. Any consideration for this specific situation must be approved by Human Resources prior to any supplement. Employees that meet the criteria for HDVA will receive the differential vacation accrual.

Hazard Duty Vacation Accrual—Position

Employees in positions eligible for HDVA will receive the supplement after the hazardous duty period has been defined by the CEO. This hazardous duty period can be terminated by the CEO at any time. Normal carry over hours based on our Annual Paid Leave Policy still apply. Upon approval, these supplements will be identified as additional accruals per pay period.

HDVA will be accrued for all hours worked while in the eligible position during the hazardous duty period. HDVA will not be paid when the employee is on an unpaid leave of absence, such as a FMLA.

HDVA is accrued based on approved onsite positions. Selection of “hazardous” onsite position will be requested by the immediate supervisor and approved through the standard payroll status change form. See Table A for the current HDVA allowance.

Table A

Approved Onsite Patient Facing Staff	Differential of 2 times normal vacation accrual
Approved Onsite Non Patient Facing Staff	Differential of 1.5 time normal vacation accrual
Approved Offsite (Tele-Commuters)	No differential time – Standard accruals apply
Other	No differential time – Standard accruals apply

