

TRAINEE SECTION ONE – BENEFITS AND AMENITIES

POLICY NO: 1.1

SUBJECT: BENEFITS

I. PURPOSE

To identify individual benefits available to trainees.

II. RESPONSIBILITY/REQUIREMENTS

A. Vacation

1. Each trainee is eligible for four (4) weeks of paid vacation each year. Vacation hours may not be carried over from one academic year to the next.
2. Each training program may define their vacation policy. In no case, however can vacation hours be taken in less than weekly increments or exceed two consecutive weeks.
3. Each Program Director will request that each trainee submit a vacation request during the fall of each year for the following academic year. While every effort will be made to accommodate each trainee first request, it may not always be possible.
4. If a regular holiday falls during the scheduled vacation, the trainee may designate whether the hours are charged against vacation hours or holiday hours. Holiday hours may be used to extend the length of the vacation with the approval of the Program Director. If a death in the family should occur during the vacation, the vacation period may be extended in accordance with the hospital's "Condolence Leave" Policy. If the trainee becomes ill during the vacation, accrued sick time may not be substituted in lieu of vacation time.
5. Vacation time may be used during a Medical Leave of Absence only after all accrued sick time has been exhausted. Pay in lieu of vacation is not permitted.

B. Holidays

1. Trainees are entitled to the following holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.
2. Scheduling a day off shall be with the approval of the Program Director. A "Request for Time Off" form must be submitted and approved in advance of the alternate day off.
3. A trainee who calls out the day before or after a scheduled holiday will forfeit holiday pay unless a physician's statement is provided.

C. Sick Leave

1. All trainees are eligible to receive three (3) paid sick leave days per quarter when time is lost due to personal illness or injury.

2. Unused sick leave days will be carried over and accrued to a maximum of 36 days.
3. If a trainee is not able to report to work as scheduled, he/she must notify the Program Director by telephone as far in advance as possible. In the circumstance that the trainee is absent from work more than two (2) consecutive days, he/she must provide a physician's note and receive clearance from the Employee Health Services Department before returning to work.
4. Any trainee who calls in sick during a weather emergency will not be paid unless he/she produces an acceptable note from a physician at the start of the next scheduled shift.

D. Meals

1. All trainees of Saint Peter's University Hospital who are assigned overnight call are entitled to a meal allotment each month.
2. The meal allotment of script or cafeteria credit shall be equal to the number of on-calls that the trainee is assigned during that month.

E. Parking

Parking is provided at Saint Peter's University Hospital at no cost to trainees of the training programs.

F. Professional and General Liability/Insurance

1. Saint Peter's University Hospital provides coverage for all activities performed by trainees within the scope of employment at the hospital including activities duly authorized as part of the training program to which the trainee is appointed. Coverage includes both professional liability and general liability.
2. Coverage applies to authorized activities performed at Saint Peter's University Hospital or sites affiliated with the hospital for training purposes. Coverage does not apply to any acts or omissions that transpire outside the scope of employment at the hospital and/or outside the authorized scope of the Saint Peter's University Hospital training programs including all moonlighting activities (See "Moonlighting" Policy, V.2).

G. Group Benefit Program

1. Medical Insurance
 - a. All trainees and their families are provided the opportunity to participate in the group benefit medical insurance program provided by Saint Peter's University Hospital. Such coverage is effective July 1 and is subject to the completion of the appropriate forms and a bi-weekly payroll deduction.
 - b. Payment for medical expenses is based on "reasonable and customary" fees subject to a co-payment and annual deduction.
2. Prescription Drug Plan

All trainees and their families are eligible to participate in the hospital's prescription plan at no additional cost subject to a co-payment for each

prescription. Coverage is effective July 1 and upon completion of the appropriate forms to obtain medical insurance.

3. Vision Care Plan
All trainees and their families are eligible to participate in the hospital's vision care plan with VSP. Coverage is effective July 1. The cost of the plan is dependent on the coverage provided.
4. Dental Care Plan
All trainees and their families are eligible to participate in the hospital's dental care plan. Participation is voluntary and subject to a bi-weekly payroll deduction. The cost of the plan is dependent on the coverage provided by the plan.
5. Group Term Life Insurance/Basic AD&D
All trainees are eligible for group term life insurance in the amount equal to the trainee's base annual earnings. Basic AD &D is provided equal to base life insurance. Supplemental life insurance may be purchased up to two (2) times the annual earnings at the trainee's expense based on salary and age.
6. Temporary Disability Insurance
All trainees are included in the New Jersey Temporary Disability Plan, which provides payments to employees who are unable to work as a result of non-work connected illness or injury. The plan provides a weekly benefit equal to 2/3 of the trainee's base weekly salary up to a maximum, which is determined by the state each calendar year (see "Temporary Disability Insurance" Policy)
7. 403(b) Tax Shelter Annuity
All trainees are eligible to participate in a 403(b) tax shelter annuity. Each trainee may contribute up to a pre-established annual maximum each year (\$18,500 in 2018). Participation is voluntary and immediate. All contributions are pre-tax.