

CAROLINA HEALTH CENTERS, INC.

POLICY AND PROCEDURE

TITLE: Temporary Emergency Paid Administrative Leave

CATEGORY: Human Resources

EFFECTIVE DATE: March 19, 2020

POLICY:

The Board of Directors authorizes the President and CEO to activate the Temporary Emergency Paid Leave Policy during when warranted by emergencies and other unexpected business disruptions. Under this policy, employees who are restricted by the Corporation from working will receive Emergency Administrative Paid Leave at their established rate of pay for a term to be determined by the nature and scope of the emergency or business disruption.

PURPOSE:

The purpose of the policy is to provide support to the workforce at times when they are restricted from work due to a directive by the Corporation.

SCOPE:

This policy applies to those circumstances when directives not to work come from the Corporation.

GENERAL GUIDELINES:

- In collaboration with senior leadership, the President and CEO will evaluate any circumstances in which it may be necessary to restrict employees from working.
- In collaboration with senior leadership, the President and CEO will determine the duration of emergency administrative paid leave based upon the nature and scope of the circumstances which resulted in the directive issued to the affected employees.
- The President and CEO will notify the Board of Directors any time the Temporary Emergency Paid Administrative Leave policy is activated.

BOARD APPROVED AND ADOPTED: March 19, 2020

REVIEW AND REVISION: