

**HACKETTSTOWN REGIONAL MEDICAL CENTER  
ADMINISTRATIVE POLICIES**

**EXTENDED ILLNESS BANK (EIB)**

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**Effective Date: 10/2015**

**Policy No: HR005**

**Cross Referenced:**

**Origin: Human Resources**

**Reviewed Date:**

**Authority: Human Resources Director**

**Revised Date:**

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**SCOPE**

All benefits-eligible employees.

**PURPOSE**

To establish guidelines for utilizing and administering the Extended Illness Bank (EIB) benefit.

**DEFINITIONS**

**Serious Health Condition/Injury** – A condition that generally results in a disability period of more than 14 days.

**POLICY**

- I. It is the policy of Hackettstown Regional Medical Center to provide a benefit to help protect employees against some of the financial loss resulting from a serious health condition, injury or childbirth by supplementing New Jersey State disability. Regular full-time and part-time employees who work eighty (80) hours per pay period will accrue 40 hours (5 days), during a 12-month period, in their Extended Illness Bank (EIB). Eligible employees working fewer than eighty (80) hours per pay period, but more than forty (40) hours per pay period, receive a proportionate amount based on hours worked. All eligible full-time and part-time regular employees earn .0193 hours for each hour worked, to a maximum accrual of 1.54 hours per pay period.
- II. Approved medical certification is required for utilizing EIB time.
- III. The maximum EIB accrual is 320 hours. An employee's EIB bank is forfeited when an employee leaves employment or when an employee's classification changes from a benefits-eligible to non-benefits-eligible status.
- IV. When an employee is disabled due to a serious health condition, injury, or childbirth and is eligible to receive and has filed a claim for New Jersey State Disability, the employee may utilize EIB time to supplement New Jersey State Disability effective with the first day of disability.
- V. Employees who are temporarily disabled due to a medical condition, childbirth or injury and are absent from work for fourteen consecutive days and elect not to file a New Jersey State Disability claim, may utilize EIB time beginning with the 15<sup>th</sup> day of disability. Employees utilize PTO for the two week elimination period.
- VI. If an employee is disabled as the result of a documented work-related illness or injury, and modified duty is not available, the employee may utilize EIB to supplement workers compensation payments if the employee is unable to work for more than seven consecutive days.
- VII. If the employee is unable to work fewer than seven days, the employee utilizes PTO to cover the time off.

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**PROCEDURE**

- I. Employees notify the Human Resources Department of their temporary disability and provide acceptable documentation of the disability. (“Part B” of the New Jersey Temporary Disability Claim form or the US Department of Labor FMLA “Certification of Health Care Provider” form are acceptable documentation.)
  
- II. Each pay period during the disability period, the Human Resources Department estimates the difference between State Disability payments and the employees’ regular gross earnings. The appropriate number of hours are submitted to payroll for processing and deducted from the employee’s EIB. If the EIB is exhausted before the employee recovers, the employee may utilize PTO hours to supplement State Disability.