

Tender Care Medical Services, Inc.

POLICY & PROCEDURES

Title: Change in Employment Status

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Originating Department: Human Resources

Approved By:



PURPOSE:

To establish a policy governing an employee's change in employment status.

POLICY:

The Company may require up to two (2) weeks' notice (14 days) before permitting a change in status. Any employee who does not comply with the notice period required by the Company will be deemed as having resigned.

Change in Status- Regular Full-time TO/ Part-time/ PRN Status:

When an employee changes from full-time status to PRN/Part-Time status:

- The employee's date of hire and annual performance evaluation date remain unchanged.
- Any accrued but unused PTO will be paid to the employee on his/her last paycheck prior to the change of status date or as soon as possible.
- If an employee's status changes from a benefit eligible position to a non-benefit eligible position at any time during the month, the employee's medical, dental, life and other group benefits will cease on the last day of the month.

When an employee changes from PRN/Part-time status to full-time status, the employee maintains his/her original date of hire for seniority purposes and 401 (k) vesting.

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- Is eligible for PTO, holidays as of the change of status date.
- Is eligible for group health benefits on the first of the month following the date he/she changes into an eligible employment status, provided they have completed at least 60 days of employment in their former status.

Change in Status- Change in Regularly Scheduled Hours:

If the employee changes his/her scheduling availability:

- The employee's date of hire and performance evaluation date will not change.
- Any accrued but unused PTO accruals will not be affected: however, future PTO accruals will be at the rate of the new classification, if any.
- In the event the regularly scheduled hours are reduced below the benefit eligibility threshold, all full-time benefits will end on the last day of the month of the status change.

Change in Status- Non-Exempt (Hourly) TO/FROM Exempt (Salaried):

If an employee changes from non-exempt (hourly) to exempt (salaried) status:

- The employee's date of hire will not change.
- The performance evaluation date will change only in cases where a promotion with an increase in pay is processed. Upon completion of 90 days of employment in the new position, a 90-day performance evaluation is required.
- The change is the effective date at the beginning of the next pay period.
- Any accrued but unused PTO will not be affected.

If an employee changes from exempt (salaried) to non-exempt (hourly) status:

- The employee's date of hire will not change.
- The change is the effective date of the beginning of the next pay period.
- Any accrued but unused PTO will not be affected.

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- A change in the performance evaluation date will be in cases where the position and/or rate of pay have changed. If the employee's pay has decreased, there will be no change in the performance evaluation date. Upon completion of 90-days of employment in the new position, a performance evaluation is required.