PURPOSE:

The purpose of this policy is to provide guidelines for use of PTO/MPH on approved mission trips supported by Kettering Health (KH). Service is an inherent part of KH's culture. Our mission of "improving the lives of those in the community we serve" may reach beyond our surrounding areas.

DEFINITION:

Qualifying Mission Trip: A volunteer trip or mission project, that is either medical, educational, or construction in nature.

POLICY:

KH provides support to its employees that would like to participate in qualifying local, national, and international mission projects.

1. **Eligibility:** Any KH employee is eligible to participate in a qualifying mission trip. Only benefit-eligible employees whose Paid Time-Off (PTO) hours are maintained in the HR/Payroll and Time & Attendance systems are eligible for the PTO Match when participating in a qualifying mission trip.

2. **Application Process:** Qualifying mission trip request forms, located in myHR and as attachment to this policy, must be submitted at least 60 days in advance of the trip to the employee's department manager, director and KH Executive Council representative. That KHEC representative has the authority to approve, reject or request more information.

3. **Mission Paid Hours (MPH):** Benefit eligible employees are expected to use their department's regular PTO request process for the qualifying mission trip. As with any time off request, mission trip time off approval or denial is at the discretion of the employee's department leader and/or executive.

4. **MPH Tracking and Payment of hours:** MPH will be processed through the Time and Attendance system to ensure proper tracking and payment of hours.

5. **Use of PTO:** Employees are required to use their own PTO for approved mission trips. KH will match PTO hours 1-to-1 up to a maximum of 20 hours per year, prorated on employees scheduled hours. This benefit is not cashable at the end of the year and hours do not rollover to the following year. See chart below:

EFFECTIVE DATE: 12/19/2025

Scheduled Hours per pay period	Maximum Match for MPH per year
80	20
72	18
64	16
56	14
48	12
40	10

6. **MPH Paid:** MPH are paid at the base hourly rate in effect on the date of the trip.

7. **MPH overtime:** MPH will not be considered time worked in determining if overtime will be paid.

EFFECTIVE DATE 12/19/2025

SPONSORING DEPT: Human Resources
DEPARTMENTS AFFECTED: All KH Departments
DATE OF ORIGIN: 4/15