The Oncology Institute of Hope & Innovation

Executive Flex-Time Off

Effective 01/04/2026

Objective:

The Executive Flex-Time Off Policy is designed to provide Executives with the flexibility to manage their time off in a way that supports their personal well-being while maintaining exceptional standards of performance and productivity. This managed program ensures that time off is used responsibly and aligns with the organization's goals and commitments.

Eligibility:

This policy applies exclusively to full-time exempt Executives (C-Suite, Presidents, Vice Presidents, and Directors.). It does not apply to clinical staff who are actively supporting patients (Senior Medical Officers, Medical Directors, APP Directors, and Nursing Directors) unless otherwise notated within their employment contract.

This policy is a privilege, those who are not in good standing and those whose time off usage is egregious are at risk of having the privilege revoked.

Guiding Principles:

1. **Flexibility with Accountability**: Executives are entrusted with the autonomy to take time off as needed, with the expectation that their decision will not disrupt team performance or organizational objectives.
2. **Productivity-First Mindset**: Time off should support productivity and creativity, ensuring that deliverables, deadlines, and business priorities are consistently met.
3. **Transparent Communication**: Executives are required to communicate their planned time off as far in advance as possible (at least two weeks' notice) to their direct supervisor or relevant leadership and ensure continuity of responsibilities during their absence. In the event of an emergency, Executives should notify their direct supervisor or relevant leadership as soon as possible. Time off entry in ADP, with approval is required for all time off.
4. **Work-Life Harmony**: Balancing time off with professional responsibilities reinforces a culture of sustainable leadership and personal health.

Uses

The Executive Flex-Time Off Policy is designed to be flexible and inclusive of most time-off needs. This includes vacation or personal travel, time off for personal matters or emergencies, religious observances, special occasions, etc. The time can be used for sick purposes in accordance with our sick-time policy only if the Executive has exhausted their sick time balance and it is approved by their leader. Executives are encouraged to use at least two weeks of Executive Flex-Time Off annually.

Implementation:

- Managed Flex-Time: There is no predetermined limit to the amount of time Executives can take off annually under this policy. Time off decisions are guided by performance metrics, workload considerations, and ongoing business requirements. Taking unapproved time off, multiple uses of extended time off, or egregious time off usage may result in loss of privilege.

- Approval Process: All time-off requests should be discussed with and approved by the Executive's direct supervisor or relevant leadership to confirm alignment with organizational priorities. Extended time off (in excess of two weeks) should also be approved by your HR Partner. Requests should be made with as much advance notice as possible and must be submitted into ADP for tracking. Request and approval in ADP is required and failure to properly track time off may result in loss of privilege. Time off may be denied based on business need.
- Flex-time granted under this policy is not considered a form of additional wages for services performed and is not paid out upon termination. Executives are compensated based on their agreed salary and performance metrics, and this policy does not constitute an increase in remuneration or employee benefits.
- Loss of privilege due to poor performance, or abuse of policy will result in the leader not being permitted to use Executive Flex-Time Off.
    - Abuse of policy or excessive use will be defined by a loss in productivity, performance, or an amount of time taken that is significant as compared to the Executives peers.
- Leave of Absence (LOA) Policy: This Executive Flex-Time Policy is designed to support autonomy and flexibility in managing work schedules and time off. However, if an Executive plans to be fully unavailable and disengaged from all work responsibilities for an extended period this may qualify as a Leave of Absence (LOA). In such cases, the LOA process must be followed to ensure proper coordination, documentation, and compliance with company policies and applicable laws. Time off for medical purposes or time off in excess of two (2) weeks should be approved in advance by your HR Partner. For more information or to initiate a LOA, please refer to the applicable LOA policy or contact your HR Partner.
- Separation of Employment: Executives may not utilize the Executive Flex-Time Policy after submitting their resignation to the company when permissible under local, state, and federal law. Time off that is approved before submitting a resignation may be rescinded.
- Questions or concerns regarding this policy should be directed to the Chief People Officer (CPO). The CPO’s interpretation and determination on all matters pertaining to this policy shall be final and binding.

Transition Period

As of the effective date, Executives covered under this policy will no longer be eligible to accrue or use time off under a Vacation Time Off policy, nor will they maintain an accrued time off balance. Executives will continue to receive holidays, float holidays, bereavement leave, and sick time off in accordance with applicable laws, regulations, and company policy.

Program Benefits:

This policy fosters trust, empowerment, and a focus on outcomes rather than hours worked. It reinforces a positive culture of leadership by example, highlighting the importance of strategic rest and personal time in driving sustained success.

The Executive Flex-Time Policy reflects TOI’s commitment to support its Executives in achieving personal balance while delivering exceptional results. Responsible use of this policy will contribute to a thriving work environment and long-term organizational growth.