



POLICY: Introductory Period

<i>Original Implementation Date:</i>	7/1/2026	<i>Date Reviewed/ Revised:</i>		<i>Area of Responsibility:</i>	Talent Solutions	<i>Version:</i>	1.0
						<i>Pages:</i>	

PURPOSE: To provide guidance and structure for the first 90-days of employment with Sun Health.

SCOPE: This policy applies to all newly hired team members regardless of position or department. It does not apply to rehires (within 9 months of separation), internal transfers, or team members returning from leave unless otherwise directed by Talent Solutions.

POLICY: All new team members begin employment with a 90-day Introductory Period. This is a mutual opportunity for the team member to learn the role and evaluate fit with the organization, and for the organization to provide support and assess alignment with team needs and expectations. It is not a disciplinary measure, and team members are encouraged to ask questions, raise concerns, and engage openly with their manager throughout this time.

Ongoing Feedback and Expectations

Managers are expected to maintain open and ongoing communication with new team members throughout the Introductory Period. There is no required formal review process — the emphasis is on day-to-day conversation and coaching. This includes:

- Clearly communicating job expectations and priorities early in the period.
- Providing regular, informal feedback on performance and progress.
- Addressing questions or concerns in a timely manner.

At-Will Employment

Completion of the Introductory Period does not create any implied or express agreement for continued employment. Either party may end the employment relationship at any time, for any reason, with or without notice. No manager or representative of the organization has authority to promise continued employment outside of a written agreement signed by an authorized officer.

Time Off During the Introductory Period

The organization maintains separate policies governing Arizona Paid Sick Time and Paid Time Off. To the extent any conflict exists, this policy controls during the first 90 days of employment. The existing PST and PTO policies remain in effect in all other respects.

Neither Arizona Paid Sick Time nor PTO may be used during the first 90 days of employment. Any absence during this period will be unpaid. Team members should notify their manager as early as possible if an absence is anticipated. Legally protected absences will be handled in accordance with applicable law.

Arizona Paid Sick Time (AZ PST)

Team members receive a lump-sum deposit of Arizona Paid Sick Time at the start of employment in accordance with the Arizona Fair Wages and Healthy Families Act. This balance is available to view but may not be used until the Introductory Period is complete.

Paid Time Off (PTO)

PTO is provided in accordance with the plan applicable to the team member's position, which may be accrual-based, front-loaded, or unlimited. Regardless of the plan structure, PTO may not be used during the 90-day Introductory Period. Team members should refer to their offer letter or contact Talent Solutions for details on their specific PTO plan.

Completion

The Introductory Period ends automatically after 90 days of continuous employment. At that point, team members may begin using their AZ Paid Sick Time and available PTO balances in accordance with applicable policies. Completion of the Introductory Period does not alter the at-will nature of employment.

DEFINITIONS: N/A

PROCEDURE: N/A

RELATED POLICIES AND REFERENCES:

- **Paid Time Off Exempt (Salaried) Employees Director Level and Above (Unlimited)**
- **Paid Time Off Exempt (Salaried) Employees – Non-Director Level and Above**
- **Paid Time Off Non-Exempt (Hourly) Employees**
- **Paid Sick Time**

APPENDICES: