



# MEMO

**To:** All Colleagues

**From:** Ed Hodge, Executive Vice President and Chief Human Resources Officer

**Date:** 03/17/2022

**Re:** COVID-19 Paid Leave Update

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In March 2020, Trinity Health implemented a temporary paid leave for COVID-19 exposures to provide an additional layer of protection above a colleague's paid time off (PTO) bank for colleagues who were instructed by Trinity Health as their employer, based on specific criteria that Trinity Health determined, to stay home and quarantine. This additional protection was provided to colleagues due to the sudden and unexpected amounts of time away from work that colleagues were experiencing due to COVID-19.

We extended this COVID-19 Paid Leave policy several times over the last two years as the pandemic evolved. As the pandemic begins to shift to an endemic, we will treat time away from work due to COVID-19-related absences similar to other types of contagious illnesses. **Therefore, the COVID-19 Paid Leave will expire at the end of this month** unless otherwise required by state or local law.

Colleagues approved for administrative leave with leave start dates *on or after* April 1, 2022 will not receive COVID-19 Paid Leave pay. Instead, the colleague will receive the benefit they would normally receive for a non-COVID-19 illness that requires them to be off work (for example, PTO or unpaid if not benefits eligible). Colleagues approved for the COVID-19 Paid Leave with leave start dates *prior to* April 1, 2022 will receive the benefit for any dates approved.

Please see the attached FAQs for more information.

Your health and well-being are a top priority; we are committed to supporting you. [See the Colleague Well-being page for details on the resources available to you and your family.](#)

## Questions

Log into the [HR4U colleague portal](#) for 24/7 access to benefits and other HR information. Chat live with an HR representative Monday through Friday, 8 a.m. – 7 p.m. ET.

Thank you for everything you do for our Mission, our communities and one another.