



MEMO

To: Trinity Health Colleagues
From: Ed Hodge, Executive Vice President and Chief Human Resources Officer
Date: May 1, 2020
Re: Reinstatement of Attendance and Tardy Policies and Future Review

Dear Colleagues,

Thank you for your contributions to our COVID-19 response.

Over the last two months, Trinity Health implemented temporary Human Resources policies to care for you and accommodate potential situations resulting from the pandemic. Among these actions, we announced a pause in our attendance and tardy policies from March 14, 2020 through April 30, 2020.

This short-term policy waiver is now expiring. Based on review of business needs and COVID-19 containment efforts, Trinity Health is reinstating all ministries' attendance and tardy policies, effective May 3, 2020.

Colleagues who are feeling sick should not come to work, as that would unnecessarily jeopardize their own health and safety and that of our colleagues and patients. Our temporary 14-day paid leave for COVID-19 exposures, which was effective March 14, 2020, remains in place if a colleague is instructed by the employer to quarantine with or without COVID-19 symptoms.

Today, our attendance policies across Trinity Health vary to meet the needs of our ministries, colleagues, patients, residents, and communities. Together with your Human Resources leaders, we are listening to colleague and leader feedback, and working to ensure our attendance and tardy policies are fair and reasonable. During the coming months, we will review all attendance and tardy policies to ensure that they appropriately balance colleague needs with the organization's needs in caring for our patients and timely relieving team members from their shifts.

Trinity Health continues to be a compassionate and transforming healing presence in our communities. We stand ready to serve together as our ministries begin to resume services and procedures that had been postponed due to the health crisis. Your contributions to our Mission are needed and appreciated.