

MEMO

To: All Colleagues
From: Ben Carter, Executive Vice President and Chief Operating Officer
Ed Hodge, Executive Vice President and Chief Human Resources Officer
Date: 11/11/2021
Re: Paid Time Off Temporary Relief Due to the Pandemic

Thank you for your ongoing contributions to our mission and ministry. We continue to evaluate how the pandemic is affecting our colleagues, including Paid Time Off (PTO) usage. Time off from work is important to your health and well-being, and we support all of our colleagues in doing so. However, we recognize that during the taxing circumstances of the last 19 months, some colleagues have used fewer PTO hours this year than usual, due to the operational needs tied to our COVID-19 planning and response and are nearing their PTO maximums. **Trinity Health is providing special temporary PTO relief for colleagues because of the extraordinary COVID-19 pandemic circumstances. The following is a summary of the temporary changes; please read the “[More Information](#)” further below for additional important details.**

Drop-in PTO Plans

We are temporarily increasing the maximum number of unused PTO hours that colleagues in “drop-in” PTO plans can roll over into the new year. PTO hours in drop-in plans are provided once annually and are not accrued. The typical maximum number of unused PTO hours that can be rolled over into a new calendar year is 40. Colleagues in drop-in PTO plans were previously notified that an additional 40 hours of unused drop-in PTO (total of 80 hours) may be rolled over from 2021 to 2022. **Due to the ongoing pandemic, we are increasing the rollover maximum to a total of 120 hours of unused drop-in PTO hours from 2021 to 2022.**

Accrued PTO Plans

We are providing temporary PTO payouts. Colleagues who are in accrued PTO plans (PTO hours earned throughout the year) whose PTO bank balance at the end of a pay period is within 15 hours of their bank maximum will automatically be paid 40 hours of accrued, unused PTO time. This temporary payout program will be in place:

- Dec. 5, 2021 through Mar. 12, 2022 for payroll group A
- Dec. 12, 2021 through Mar. 19, 2022 for payroll group B

You are in payroll group A if your most recent pay date was Oct. 29, 2021. You are in payroll group B if your most recent pay date was Nov. 5, 2021.

The PTO payouts will automatically be included in colleagues' regular paychecks and are subject to tax and other applicable withholdings. The calculation will not consider future scheduled paid time off. This will help to prevent colleagues from losing PTO accrual due to reaching the PTO bank maximum.

Questions

These are temporary programs in place due to the extraordinary pandemic circumstances. We hope this provides some relief to you during this time. **You can view your PTO balance when you click on Time Off in [Workday](#).** If you have questions, please contact your manager or the Trinity Health HR Service Center. You can chat live with an HR representative or submit a request for assistance within the [HR4U colleague portal](#).

Thank you for your commitment to our Mission. Blessings to you and your family.

More information

The PTO temporary relief programs apply to all Trinity Health colleagues who participate in Trinity Health PTO programs, except for the following:

- Residents are not included in this temporary PTO relief program.
- MercyOne Waterloo Medical Center and Saint Agnes Medical Center are not participating in this temporary PTO relief program.
- St. Peter's Health Partners in New York and colleagues with a primary work location in Oregon or Idaho received a separate communication regarding the specific PTO temporary relief programs for their ministries.
- Pittsburgh Mercy will receive a separate communication regarding the specific PTO temporary relief program for their ministry.
- Colleagues/physicians who have an employment agreement are not included in the program described above and should refer to the agreement for the terms and conditions of their PTO program.

Colleagues who are not eligible for the PTO temporary relief programs should refer to local Health Ministry communications about their PTO program, and the applicable PTO program, collective bargaining agreement, and/or employment agreement. Trinity Health Human Resources retains the sole discretion to determine a colleague's eligibility or ineligibility for the PTO temporary relief program, including correcting any inaccuracies herein or inadvertent omissions.

Drop-in PTO Plans

In the pay period that includes Jan. 1, 2022, drop-in PTO hours for 2022 will be added to the colleague's PTO bank with up to 120 unused PTO hours carried over from 2021. This will happen automatically; colleagues do not need to do anything.

2021 PTO drop-in hours can be used through the pay period preceding the one containing Jan. 1, 2022 before the bank resets for 2022. That is, the 2021 PTO banks will continue through:

- Pay group A: Dec. 18, 2021
- Pay group B: Dec. 25, 2021

PTO used after that date are 2022 hours.

Accrued PTO Plans

Based on Internal Revenue Service (IRS) regulations, colleagues will not be able to change the automatic PTO payout in any way. For example, colleagues may not opt out of the payout, change the timing or change the amount of the payout.

Here is an example of how the temporary PTO payout works:

- A colleague's PTO bank maximum is 252 hours.
- At the end of pay period three (3) in 2022, the colleague's bank balance is 240 hours.
- The colleague will receive an automatic payout of 40 hours of accrued unused PTO in pay period four (4) during the temporary PTO relief period, subject to tax and other applicable withholdings.
- The calculation will not take into consideration any PTO that is scheduled in the future.