



Colleague Hardship Healing Program

Nebraska Medicine created an emergency assistance program to help colleagues who experience a hardship. This program consists of three types of assistance: a PTO assistance program, a PTO cash-out program, and financial hardship assistance.

General Purpose

The Colleague Hardship Healing Program was established to assist employees who have experienced a sudden, unforeseeable medical or financial emergency situation that is beyond the colleague's control, and which causes a temporary financial hardship, unexpected time off, or both. The Hardship Healing Program makes different types of emergency assistance available to employees based on the factual nature of their medical emergency or financial hardship.

Eligibility Criteria

• **PTO Assistance Program for Medical Emergencies:**

Colleague must be a Nebraska Medicine employee, .5 or above FTE

1. Must be in good standing in accordance with the good standing criteria outlined in policy HR12
2. PTO assistance requested does not exceed maximum allowance of up to two weeks based on current FTE in a 12-month rolling calendar period
3. Must have exhausted PTO and short-term disability/employee illness bank (if eligible)
4. PTO funds are not available to use for the elimination period of a leave
5. PTO funds are not available to use to supplement short-term disability or any other leave pay
6. Colleague is not eligible to receive PTO assistance in any calendar year in which the Employee has cashed out accrued PTO pursuant the PTO cash-out program below.
7. Time off must be as a result of:
 - a. A major illness or other medical condition of the colleague or the colleague's immediate family member (including a domestic partner) that requires a prolonged absence from work, including intermittent absences that are related to the same illness or condition, and which will result in a substantial loss of income to the colleague if the colleague is required to take unpaid time off
 - b. The death of a colleague's parent, spouse, domestic partner, or child for which the colleague requires extended time off.

All PTO received under the PTO Assistance Program will be paid through the recipient colleague's regular payroll and received at the recipient colleague's normal rate of compensation. PTO received under the PTO Assistance Program will be includible in the recipient colleague's wages and subject to applicable federal and state income and employment tax withholdings.

All requests to receive PTO assistance are subject to approval by the Colleague Hardship Healing Committee and PTO assistance may only be used for the medical emergency for which the PTO assistance is requested and approved. Upon request of the Committee, requesting and recipient colleagues must provide supporting documentation for any medical emergency for which PTO assistance is requested or received.

PTO assistance is limited to future use and cannot be used retroactively for previous unpaid absences. Any PTO assistance received by a colleague and that is in excess of the time off needed pursuant to the approved medical emergency will be returned to the PTO donation bank.

• **Cash-Out of Accrued PTO for Unforeseeable Financial Emergencies:**

Colleague must be a Nebraska Medicine employee, .5 or above FTE

1. Must be in good standing in accordance with the good standing criteria outlined in policy HR12
2. In order to request a cash-out of accrued PTO, a colleague must maintain a balance of 80 accrued PTO hours following the cash-out.
3. PTO received under the PTO Assistance Program for Medical Emergencies may not be cashed out.
4. Colleague is not eligible to receive PTO cash-out in any calendar year in which the colleague has received PTO assistance pursuant to the PTO Assistance Program above.
5. In order to request and receive a cash-out of a colleague's accrued PTO, the following requirements must be met to the satisfaction of the Colleague Hardship Healing Committee:
 - a. The colleague must have incurred an unforeseeable financial emergency;
 - b. The unforeseeable financial emergency must have been caused by an event beyond the control of the colleague;



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- c. The unforeseeable financial emergency would result in serious financial hardship to the colleague if the cash-out of PTO was not made available to them; and
- d. The amount of the PTO cash-out is limited to the amount necessary to meet the colleague's financial emergency.

Any cash-out of accrued PTO under this Program will be paid through the colleague's regular payroll and received at the colleague's normal rate of compensation. Cashed-out PTO will be includible in the recipient colleague's wages and subject to applicable federal and state income and employment tax withholdings.

All requests to cash out accrued PTO under this Program are subject to approval by the Colleague Hardship Healing Committee. Upon request of the Committee, requesting colleagues must provide supporting documentation for any unforeseeable financial emergency for which the PTO cash-out is requested.

- **Financial Hardship Assistance:**

1. Must be a Nebraska Medicine employee in good standing in accordance with the good standing criteria outlined in policy HR12
2. Financial assistance may not exceed \$750 per colleague during a calendar year
3. Funds may be used for assistance related to daily living expenses such as utilities, rent, mortgage, and auto loans
 - a. Payments are made directly to the company

Colleague Hardship Healing Committee

Nebraska Medicine's Colleague Hardship Healing Committee is responsible for the administration and interpretation of this program. The committee will evaluate and approve/deny requests in accordance with the terms of this Program and applicable legal guidance.

Applications for colleague hardship healing program will be evaluated by the committee using the following criteria:

1. Appropriateness of the time off, PTO cash-out, or financial assistance in accordance with program guidelines
2. Assessment of situation meeting criteria defined as emergent
3. Availability of PTO or financial funding
4. Other guidelines created by the Committee for the administration of this Program.

Requesting Assistance

1. Review program guidelines to verify hardship meets eligibility
2. Complete the Colleague Hardship Healing Form and submit to HR using an AskMyHR case or by emailing to MyHR@nebraskamed.com

Making a Donation

PTO

Colleagues who earn PTO hours may donate to the colleague hardship healing program's PTO fund. Hours donated will be accounted for based on the number of hours donated rather than the dollar value of the hours donated. Donated hours will be subtracted from hours accrued in the colleague's PTO bank. Colleagues will be required to maintain a PTO balance of one week (based on FTE) in their bank. Nebraska Medicine will match 50 percent of all donations. Donation forms can be found on MyHR under MyForms and submitted to HR for processing.

Financial

You can find more information about colleague giving and access the form for donation by [clicking here](#).

- Financial donations are eligible for tax deductions