

TEMPORARY PAID TIME OFF DONATION PROGRAM – Donator FAQs

How much time can I donate?

Donation amounts may not exceed more than 50% of your balance up to a total of 80 hours. You must leave a minimum of 40 hours in their vacation bank after the donation (48 hours in California due to state regulations).

If I donate, will my donation be kept confidential?

Yes. We are limiting the number of people who will have knowledge of your participation to only people who administer and audit the program.

Is there a time limit on my donating?

The program is expected to only be open during the COVID-19 Emergency. We do ask, however, that you make your donation as soon as possible so that we can allocate your donated hours to our people in need as soon as possible.

Will my donation be taxed?

No.

Can I donate cash to the program?

No. The program is being administered under strict IRS guidelines and the guidelines do not allow cash donations.

If I donate time and it is not used, will I get the time back?

Unused donations at the time the program ends will be redistributed to donators in proportional amounts to what they donated. However, if the unused balance is so small that redistribution is impractical, the remaining balance will be donated to a charity supporting people and families impacted by the COVID-19 emergency.

Can I specify the individual who will receive my donation?

No. All donations are made to the donation bank and distributed in accordance with the distribution criteria specified in the plan.

TEMPORARY PAID TIME OFF DONATION PROGRAM - Requester FAQs

What are the requirements to claim a hardship and receive benefits under this program?

To be eligible for the program, an employee must:

- *Be Flexed, Furloughed, experiencing a non-work related Covid-19 personal illness or quarantine, or caring for illness of their family member with Covid-19.*
- *Have exhausted all paid time off and/or sick balances (as applicable).*
- *Be in a position where all financial means have been exhausted: (Not eligible for workers compensation, state short term disability, a hardship 401(k) withdrawal or loan, delay or shortfall in unemployment benefits).*
- *Be unable to sustain basic life needs (shelter, utilities, food, medical bills).*

If I request hours from the program, will my request be kept confidential?

Yes. We are limiting the number of people who will have knowledge of your participation to only those who must know in order to administer and audit the program.

Is there a time limit on my filing a request for benefits under the program?

It is possible to make a claim at any time during this emergency. However, claims will be reviewed on a first come basis. If the donation bank runs out of funds before you make a claim, you will not receive a donation.

The program is expected to only be open during the COVID-19 Emergency. At the end of the emergency, the program will be closed.

How will my request be decided?

Each region will have a small decision-making committee consisting of one operation, compliance and human resources leader. The committee will be led by the HR leader.

If I do not receive the paid time off, I requested, is there an appeal process?

While we would like to grant all requests, there may be circumstance in which funds are limited and may require the committee to consider when the request was received and the individual hardships. We will keep all requests in case additional funds become available. Therefore, an appeal process would not be applicable.

I am collecting unemployment; will this impact my benefits under the state unemployment program?

This could impact your unemployment benefits. Each state is different, and some states may have a special Covid-19 benefit that will allow you to receive this donation of time and not lose your unemployment benefits. You should check with your unemployment office to see how this program could impact your unemployment benefits.

I am under the company's Workers Compensation program. Can I apply for time under this program?

No. Because you are receiving pay under the company's Workers Compensation program, you are not able to claim time under this program.

My job was not flexed or furloughed, but I am out on FMLA with no paid time off available. I am on FMLA because I am sick or taking care of a family member who is sick. Can I still take advantage of the program?

If you or your family member is sick due to the COVID-19 virus, then you may apply for a donation.

How much time can I claim under the program?

Paid time off will be granted based on availability and need. Your total benefit from the program will be limited to 80 hours.

I have maxed out my time available under the program. Will more time be available later?

At this time, we are unable to answer this question, but this program is being offered now only because of specific existing conditions resulting from the COVID-19 pandemic.