

We want to thank you for your patience during this difficult time. We understand that there are many questions from employees who remain on furlough regarding return to work as well as the benefit premium waiver.

As Marshfield Clinic Health System continues to ramp up services to care for our patients, staff are being recalled from furlough to help support those services. We will do our best to give 24-hour notice to employees who are asked to be recalled or redeployed. We ask that you prepare for the potential for recall or redeployment. In general, that would include having childcare, eldercare and transportation lined up in the event that you would be asked to return to work. We ask this to ensure we are able to provide the best patient care possible when it is needed.

In regard to the benefit premium waiver, the Health System agreed to pay the employee portion of health and dental premiums during the months of April, May and June. This premium waiver will expire as planned on June 30th. Beginning with the July 3rd paycheck, the employee portion of health and dental premiums will once again be the responsibility of the employee. Employees without a paycheck, or not enough of a paycheck to cover those premiums due to furlough, will have those premium amounts go into arrears within payroll. You will still have insurance coverage.

Beginning the week of July 5th, benefit eligible employees must have a minimum of 8 hours of paid time per pay period. An employee with less than 8 hours of worked time in a pay period will be required to use PTO (Paid Time Off/Vacation) to supplement their work time for a total of 8 paid hours for the pay period. For the July 17th pay period, the required PTO amount must be submitted for the week of July 5th-11th.

This change is being made in part to ensure employees returning from furlough and who have not used PTO (Paid Time Off/Vacation) avoid having more than the allotted amount they're able to carry over to 2021, and thus forfeiting hours that could have been used this year. This change also allows employees who have health and/or dental benefits to use PTO to off-set premium payments and reduce the amount that may do into arrears.

Employees will be allowed to stop utilizing PTO in this manner when their available balance reaches 40 hours of PTO. Hourly employees can enter PTO in fifteen minute increments, while salaried employees must take PTO in 4-hour or 8-hour increments. For example, a salaried employee with 48 hours of PTO would be required to use 8 hours of PTO for a pay period in which there were no worked hours. A salaried employee with 46 hours of PTO would need to submit at least 4 hours of PTO in a week in which there were no worked hours. The PTO amount used is reduced by any worked hours in the pay period. For example, an hourly employee working 6 hours, must supplement with 2 hours of PTO. Please note, PTO earnings must be claimed as earnings on an unemployment filing. Please ensure you submit accurate earnings to the unemployment office as the information will also be confirmed by MCHS.

Furloughed employees may submit PTO via Workday while on furlough via the link here:

<https://wd5.myworkday.com/wday/authgwy/marshfieldclinichealthsystems/login.html>

Upon return from furlough, employees with a premium balance still in arrears will have the remainder of the balance in arrears deducted in whole from their first paycheck after return from furlough. If that paycheck does not cover all premiums in arrears, balance will be taken from subsequent paychecks until no longer in arrears.

We understand that you may have questions regarding this information, please reach out with questions via the appropriate points of contact below.

HR points of contact:

- HR Helpline: [715-387-5254](tel:715-387-5254) or email: hrshared@marshfieldclinic.org
- Benefits Helpline: [715-387-9375](tel:715-387-9375) or email: mcl.hr.benefits@marshfieldclinic.org
- Health System social and emotional support line during COVID-19: [715-387-9125](tel:715-387-9125) or [800-428-5000](tel:800-428-5000).
- New Health System employee assistance program (EAP) provided by ComPsych® GuidanceResources®: 877-822-1327.

Sincerely,



Paula Pritzl
Co-interim, Chief Human Resources Officer
Marshfield Clinic Health System