

Helping Hands Fund Request for PTO

Please complete this form and turn in to your entity Human Resources Department.

Employee Name (Print)

Employee ID

Entity & Cost Center Number

Telephone

Mailing Address

The Helping Hands Fund is intended to provide employees with PTO where they have exhausted all of their PTO bank and still need time away from work due to critical illness or other catastrophic event.

- The Helping Hands Fund is not intended to act as an income replacement fund or to help employees in non-critical, non-catastrophic situations.
- 80 hours is the maximum number of hours and employee can be granted by the committee per year.
- Helping Hands requests for PTO can only be considered for the current pay period and cannot be paid for past pay periods or saved for future pay periods.

I request to be given _____ hours of Paid Time Off ("PTO") from the **Texas Health Helping Hands Fund**.

I am requesting PTO from the Helping Hands Committee because (please include nature of situation):

PTO Hours received from the Helping Hands Committee will allow me to:

How much time off do you anticipate you that will need? _____

How much time off have you taken in the past six months for this situation? _____

Note: Medical documentation should NOT be attached to this request.

Helping Hands Fund Request for PTO

I understand:

- My request for PTO will be reviewed by the THR Helping Hands Committee. The Committee will allocate PTO to employees based on guidelines established for this fund. The Committee will consider such factors as the employee's financial condition, nature of the employee/family member's critical illness or catastrophic event, estimated length of absence from work, the amount of PTO requested and the amount of PTO available in the Fund for allocation to employees;
- I cannot receive more PTO than the time I need off from my regular work schedule;
- I will be referred to the 1-877-MyTHRLink (1-877-698-4754 to help me identify other community resources and services that may be of additional help to me; and
- The PTO I receive, if any, will be paid to me via payroll check, subject to tax withholding and other regular payroll deductions [e.g., 401(k) deductions].

By signing below, I certify that I meet **each** of the following requirements to receive PTO from the THR Helping Hands Fund:

- I am benefits-eligible (i.e., I regularly work a minimum of 48 hours per pay period and am classified as "benefits-eligible" in PeopleSoft);
- I have been employed at THR for at least 90 days;
- I have exhausted all other means of help, including using all my PTO;
- I am not currently receiving or eligible to receive income benefits from another source (i.e. short or long term disability benefit or Workers Compensation);
- I have NOT given away work shifts to other employees (confirmed by manager's signature below);
- I have NOT received more than 80 hours of PTO from the THR Helping Hands Fund during this year (including the above amount requested);
- I have demonstrated the need for additional unpaid time away from work will create a financial hardship for me, and my family, if applicable;
- I am in good standing and am NOT under any type of corrective action (confirmed by manager signature below)

I understand that I may be contacted by a Texas Health Resources Employee Health Nurse for certification or clarification of any medical or mental health condition related to the situation described in the request. I understand that such information related to the medical or mental health condition that is provided to the Employee Health Nurse will remain confidential and will not be shared with the Helping Hands Committee. I understand that failure to provide the information requested may result in my request being denied.

Employee's Signature

Date

Supervisor's Signature

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Helping Hands Guidelines

The **Helping Hands Fund** is intended to assist employees who need time away from work due to critical illness or other catastrophic event by providing PTO after they exhausted their PTO bank. Each request will be handled on a case-by-case basis.

The program is not intended to act as an income replacement fund, nor is it intended to benefit employees in non-critical, non-catastrophic situations.

- Employees receiving or eligible to receive income benefits from another source will be ineligible for Helping Hands PTO with the exception of the time during a waiting period for the benefit.
- Requests from employees who have returned to work, have not begun missing time or are missing time intermittently are considered income replacement because they are receiving paychecks and are accruing PTO
- Requests submitted from employees who have returned to work but are still receiving treatment and need money for co-pays, medical bills, household bills are generally considered income replacement because the employee is receiving a paycheck and accruing PTO

FAQs about requesting Helping Hands PTO

Am I eligible to request Helping Hands PTO?

To be eligible to receive PTO benefits from the Helping Hands fund, you must:

- be missing time from work due to critical illness or other catastrophic event
- be a benefits-eligible employee with at least 90 days of service with THR
- have exhausted all other means to help, including using all of your PTO, have not given away work shifts, etc.
- not have received more than 80 hours of PTO from the Helping Hands fund this year
- be compliant with Texas Health's Leave of Absence Policy and have demonstrated that an unpaid leave will create a financial hardship
- be in good standing and not under any type of progressive corrective actions

If I am granted PTO from the Helping Hands fund, will it be taxed?

Yes, when you use your PTO for your time off from work, just like any other time you use PTO, the usual deductions will be taken from your check including taxes.

Is there a maximum number of Helping Hands PTO hours that I can receive?

Yes, you may be awarded no more than 80 hours per calendar year.

I received PTO from the Helping Hands fund, but we are still facing huge medical bills, prescriptions, and co-pays. Are there other resources available for THR employees going through a difficult time?

Yes. When you apply for the Helping Hands fund, you will also be referred to the THR Employee Assistance Program. This program provides resources for employees and family members dealing with difficult times in relationships, a need for financial assistance, a need for legal assistance, illness or death of someone close to you, alcohol and drug use, difficulty with parenting, marital problems and divorce, and pressures associated with work or career. The phone number is 1-877-MyTHRLink (1-877-698-4754), press 4.