

From: [Maria Ciro - Acuity Service Center](#)
To: [LSH Staff All](#); [ATL Staff All](#); [Belmont Staff All](#); [Wheeling Staff All](#); [Weirton Staff All](#); [MRG Staff All](#); [Acuity Charlotte Office - Distribution List](#)
Subject: COVID -19 Temporary PTO change and Acuity Employee Emergency Fund
Date: Friday, April 3, 2020 1:39:25 PM
Importance: High

Hello all,

Thank you for your dedicated service to providing exceptional care for our patients especially in this unprecedented time. This uncertain environment is understandably generating concern not only for our health but potential financial issues. To help support you, our Hero's, we implemented the following temporary change:

Negative PTO balance

Acuity will allow employees to go into a negative PTO bank of up to 80 hours who are impacted by COVID - 19.

Criteria to be eligible for the negative PTO bank:

1. Employee has less than 80 hours earned PTO. The employee can go into the negative PTO to cover up to two weeks out. All earned PTO will be used first.
2. Employee does NOT have the ability to work from home.
3. Employee has been Tested (waiting results), treated or diagnosed with COVID-19
4. Physician, other healthcare institution or Government instructs employee to stay home due to exposure or symptoms of COVID-19 and ruled out other potential conditions
5. Acuity sent employee home due to symptoms, however they need to see medical provider within 24 hours and then meet either #3 or #4.
6. Member of household meets either #3 or #4.
7. Employee is not covered under state or company disability

*Management has the discretion to update and change according to business needs.

In addition, Acuity will donate \$10,000 to the Acuity Healthcare Employee Emergency Fund!

This fund is for employees who experience a financial hardship as outlined in our emergency fund guidelines. Given this pandemic, we thought this to be a perfect time to remind some and introduce the fund to others.

Below is the link if you or anyone has a desire to contribute to the fund.

<https://www.communityfoundationsj.org/fundraising/acuityemergencyfund/>

In addition, anyone with over 80 hours of PTO who would like to cash out some of their PTO to contribute to the fund may do so anytime during the pandemic crisis.

Please see Human Resources for any questions regarding the above.

Thank you again for all you do. Stay Safe.

Maria Ciro
Vice President Human Resources
Acuity Healthcare