



### **Purpose**

At Immanuel, we believe that preventive health is vital for the well-being of our employees. We encourage all employees to take time for a yearly wellness check with their physician to ensure they are maintaining their health. To support this, we offer Well Visit PTO to hourly employees and provide salaried employees the flexibility to attend their wellness check during work hours.

### **Eligibility**

All Immanuel hourly employees are eligible for Well Visit PTO. Salaried employees can attend their yearly wellness check during work hours without utilizing PTO.

### **Policy Details**

- Each hourly employee is granted two (2) hours of Well Visit PTO annually to complete a yearly wellness check.
- Salaried employees may take up to 2 hours during work hours to attend their annual wellness check without utilizing PTO. This time will not be deducted from their regular leave balance.
- Well Visit PTO cannot be carried over from one year to the next. Any unused time will be forfeited at the end of the benefit period.
- If an employee separates from employment, any unused Well Visit PTO will not be paid out.
- UKG will show a separate PTO bucket called, PTO WellVisit with a balance. An employee will request this like they do with other PTO types.

### **Required Activity**

For employees completing the physical for their wellness reward. Please visit the <https://www.wellworksforyoulogin.com/> to obtain wellness requirement and paperwork for your physician to complete during your visit.

### **Additional Questions**

If you have any questions or need clarification beyond what is covered in this policy, feel free to contact your manager, HR Business Partner, Wellness staff at your location or email [MyHr@immanuel.com](mailto:MyHr@immanuel.com).