

HR Communications Regarding Coronavirus (COVID-19) and Frequently Asked Questions



As we continue to manage the COVID-19 emergency, Baptist Health is committed to answering employees' most frequently asked questions.

If employees run out of PTO, will they be responsible for their insurance premiums?

Yes. Employees who have run out of PTO and are on unpaid status will be responsible for paying the bi-weekly insurance premiums normally deducted from their paycheck. If an employee has difficulty making these payments due to COVID-19, please contact Pay & Perks at **786-662-7178, option 1** to discuss payment options. Boca Regional employees, please contact your Human Resources representative at **561-955-5050** for payment options.

Can employees donate PTO hours to other employees, including their spouse, if they need to stay home or choose not to be redeployed?

Yes. Employees may donate PTO hours to help colleagues who are absent from work for a prolonged period of time, resulting in a loss of income equaling one scheduled work week or more and are expected to exhaust all PTO hours available. Employees must qualify for established criteria related to the COVID-19 pandemic. To make donations, follow the instructions using Employee Self Service or contact Pay & Perks at benefits@baptisthealth.net or call **786-662-7178, option 1** with questions. Boca Regional employees, please contact your Human Resources/Benefits representative at **561-955-5050** if you have additional questions.

Can employees cancel PTO cash outs that were scheduled last November?

To conform to IRS regulations and avoid taxation of all PTO hours, as they are accrued, cancellation of the cash out is not allowed. The only exception to this is when an employee experiences a qualifying life event such as a change in employment status from full-time to part-time, or vice versa. Please contact Pay & Perks at benefits@baptisthealth.net or **786-662-7178, option 1**, for additional details. Boca Regional employees, please contact your Human Resources/Benefits representative at **561-955-5050** regarding any voluntary cash out election you made last year.

What if we are falling behind on our Virgin Pulse Wellness Platform points due to all the stress and distractions of COVID-19? We don't have much time left in Game Session #2 and that could affect our deductible takedown.

While we encourage employees and participating spouses to continue to participate in the program to maintain momentum and the health benefits achieved, employees will be credited with the full 15,000 points for game 2, which runs through **April 30**. When the threat of COVID-19 begins to diminish, we will revisit the point situation and make further recommendations for flexibility as the recovery process begins.