

## COVID Flex Holiday

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**1.0 PURPOSE:** This Policy describes allocations and other information concerning COVID Flex Holidays.

**2.0 SCOPE:** All regular full-time and part-time Agiliti employees below Director level, hired prior to March 1, 2020 and continuously employed between March 1 – July 30, 2020 who are classified as working 20 or more hours per week on an on-going basis as of August 1, 2020 and did not receive a case rate or sales compensation adjustment.

Ineligible employees are 1) employees with a title of Director or above, Surgical & Sales employees with the titles listed below and regular part-time employees classified as working fewer than 20 hours per week, on-demand and temporary and (2) employees covered by a collective bargaining agreement unless the CBA provides for eligibility.

### Excluded Surgical & Sales Positions:

#### Surgical Positions

- Laser Technician I, II, III, IV & V
- Surgical Coordinator

#### Sales Positions

- Account Executive
- Account Executive & Field Trainer
- Account Executive Senior
- Account Manager
- Clinical Specialist
- Divisional Executive Service Solutions
- Divisional Executive Strategic Accounts
- Divisional Executive Strategic Accounts & Field Trainer
- Product Specialist
- Specialty Equipment & Service Manager
- Specialty Sales Executive
- Specialty Sales Executive & Field Trainer
- Strategic Account Executive
- Strategic Account Executive & Field Trainer

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### 3.0 POLICY:

Eligible full-time employees will receive 5 COVID Flex Holidays (40 hours) on August 1, 2020. Eligible part-time employees will receive 2.5 COVID Flex Holidays (20 hours) on August 1, 2020.

COVID Flex Holidays taken do not count as hours worked for purposes of calculating overtime hours. **[Refer to Overtime Policy]**

COVID Flex Holidays may be used between August 1, 2020 and December 31, 2021 for any reason, including vacation, personal time, family needs, routine medical or dental appointments or when unable to work due to illness, injury or other medical condition.

COVID Flex Holidays must be used by December 31, 2021. Any COVID Flex Holidays remaining after December 31, 2021 will be forfeited unless otherwise required by law. COVID Flex Holidays are nothing more than a mere gratuity and are not a wage, and employees will not receive payment for unused COVID Flex Holidays upon termination of employment for any reason, or in lieu of time off, unless otherwise required by law. Employees who resign from Agiliti are not allowed to use unused COVID Flex Holidays during their resignation notice period.

**PROCEDURE:** Employees may use their COVID Flex Holidays by first submitting a request to their manager with as much advance notice as possible, consistent with applicable law. COVID Flex Holidays may be taken in increments of 15 minutes. Employees must record COVID Flex Holiday time taken in the Workday system within the pay period that the COVID Flex Holiday is taken.

Worked hours plus COVID Flex Holiday hours used in a given day should not exceed the employee's regularly scheduled shift. For example, if an employee has been approved for 8 hours COVID Flex Holiday to cover a day off, but instead works all or part of the day, the COVID Flex Holiday request must be adjusted in Workday to reflect the change in worked hours prior to the next payroll processing. Employees who use COVID Flex Holiday hours in excess of their regularly scheduled hours on a given day will be subject to disciplinary action. COVID Flex Holidays should be used as a replacement of regular work hours only.