



One of the impacts of the COVID-19 pandemic has been the lower patient volumes we are experiencing because of restrictions on people's movements and on the procedures that can be performed at healthcare facilities. Because of this, USA Health has implemented flex scheduling for its staff employees to meet the patient care volume.

With the goal of easing some of the financial burden on staff employees, we are pleased to announce that USA Health administrators have worked with Human Resources to develop an Emergency PTO Donation Program (EPDP). This program was developed as a result of the COVID-19 pandemic federal emergency and is available for employees who have been adversely impacted by the pandemic.

We understand the significant impact the pandemic is having on our team. Also, our employees look to each other as family and have asked about how they can help each other. This is something that we have been able to develop that helps provide that avenue.

Health system employees who wish to donate some of their Paid Time Off (PTO) must meet the following eligibility criteria:

- Be in an active employment status
- Retain 80 hours of PTO (based on 1.0 FTE) for their own use
- Donate in eight-hour increments
- May not donate more than the maximum amount of PTO leave accrued each year

Health system employees electing to donate PTO will submit the request online using the University's Document Routing Procedure. PTO donations are voluntary. Employees may not donate to a specific employee but instead the hours will be placed into a PTO bank to be distributed on a first come, first served basis to employees who request a PTO leave donation.

Health System employees who wish to be a PTO leave recipient must meet the following eligibility criteria:

- Be in an active employment status
- Have 6 months of service
- Be employed in a regular benefits-eligible position
- Work 20 hours or more per week (.50 FTE or greater)
- Exhaust all personal accrued PTO leave before being eligible to receive donated PTO

Health System employees receiving a PTO leave donation are limited to a maximum of 80 hours (prorated based on FTE).

Health System employees electing to donate PTO or requesting a PTO leave donation must login to the link below using their Jagnet credentials (Jag number and password). Employees will then select "USA Health PTO" on the left navigation bar. This will then direct the employee to the "USA Health PTO Donation/Recipient Request Form" to start a "New PTO Request". The employee can then elect to either donate PTO or request to receive PTO. The employee will then complete the required fields and click submit.



The online link for the USA Health PTO Donation/Receipt Request Entry is: <https://jag.aspx2.southalabama.edu/docroute/logon.aspx>.

For additional policy information on the Emergency PTO Donation Program (EPDP), please visit the COVID-19 links on the Human Resources website at: <https://www.southalabama.edu/departments/financialaffairs/hr/>

If you need assistance or have further questions, please contact Stephanie Williams at USA Health HR at (251) 415-1604 or Tracie Byrne at University Hospital HR at (251) 471-7325.

Thank you for all that you are doing to make a difference for our community, and for each other.

A handwritten signature in black ink that reads 'Owen Bailey'.

Owen Bailey, MHA, FACHE
Chief Executive Officer

A handwritten signature in black ink that reads 'John V. Marymont'.

John V. Marymont, MD, MBA
Vice President, Medical Affairs