

# Helping Hands

## **FAQs about donating PTO to Helping Hands**

### **Will my PTO donation to the Helping Hands fund be taxed?**

- No. The PTO hours you donate will be used by the receiving employee to take time off. Also, because taxes have not been withheld from the PTO you donate, the donation is not tax deductible

### **Does my Helping Hands PTO donation count toward the 100 hours PTO annual maximum rule?**

- No, your donation of PTO to the Helping Hands will not count toward the 100 hours PTO maximum. Because it is used as PTO by the recipient, it is a transfer of PTO rather than a donation that is converted to cash.

## **FAQs about requesting Helping Hands PTO**

### **What guidelines do I need to meet when requesting Helping Hands PTO?**

To be eligible to receive PTO benefits from the Helping Hands fund, you must:

- be missing time from work due to illness or other catastrophic event
- be an active, benefits-eligible employee with at least 90 days of service with THR
- have exhausted all other means to help, including using all of your PTO, have not given away work shifts, etc.
- not have received more than 80 hours of PTO from the Helping Hands fund this year
- demonstrate that an unpaid leave will create a financial hardship
- be in good standing and not under any type of corrective disciplinary actions

### **If I am granted PTO from the Helping Hands fund, will it be taxed?**

- Yes, when you use your PTO for your time off from work, just like any other time you use PTO, the usual deductions will be taken from your check including taxes.

**Is there a maximum number of Helping Hands PTO hours that I can receive?**

- Yes, you may be awarded no more than 80 hours per calendar year.

**My child was recently hospitalized with a serious illness. We are now facing huge medical bills, prescriptions, and co-pays have added up. I received PTO from the Helping Hands fund, but we are still facing huge medical bills, prescriptions, and co-pays. Are there other resources available for THR employees going through a difficult time?**

- Yes. When you apply for the Helping Hands fund, you will also be referred to the THR Employee Assistance Program. This program provides resources for employees and family members dealing with difficult times in relationships, a need for financial assistance, a need for legal assistance, illness or death of someone close to you, alcohol and drug use, difficulty with parenting, marital problems and divorce, and pressures associated with work or career. The phone number is 1-877-MyTHRLink (1-877-698-4754), press 4.