

Well-Being Time Benefit

What is Well-Being Time?

Well-Being Time is a new form of PTO that is being introduced for salaried employees starting on January 1, 2023.

Who is eligible for Well-Being Time?

All full-time salaried employees (exempt and non-exempt) in the U.S. and Canada are eligible for Well-Being Time.

How is Well-Being Time different from Vacation/PTO, floating holidays, etc.?

Well-Being Time is different from Vacation/PTO and floating holidays in several respects:

- 1) **Purpose:** Well-Being Time is exclusively for rest and recovery, while Vacation/PTO and floating holidays can be used to excuse and be paid for absences related to vacation, personal or family illness, child care, weather events, lack of work, attending a child's school or sporting event, medical or dental appointments, funeral services not covered by Bereavement Leave, personal business, emergencies, unrecognized holidays, and any paid sick or safe time that may be required under state law.
- 2) **Approval:** Well-being Time does not require approval (only notification); in contrast, Vacation/PTO and floating holidays must be approved at least 1 business day in advance and can be denied for business reason.
- 3) **Use:** Well-being Time must be used in 4- or 8-hour increments; in contrast, Vacation/PTO and floating holidays are used in 1-hour increments.

How much Well-Being Time will I receive?

Salaried employees receive 16 hours of Well-Being Time. New employees hired after June 30 will only receive 8 hours of Well-Being Time during their first calendar year.

How does Well-Being Time accrue?

Well-Being Time does not accrue. It is front-loaded on the later of January 1 or an employee's first day of employment.

What happens if I do not use my Well-Being Time?

Well-Being Time is intended to be used in the calendar year it is awarded. Unused Well-Being Time is forfeited on December 31 and may not be carried over into the next year unless otherwise required by law. Additionally, where carry over is required by law, the total number of Well-Being days is "capped" at 2 days.

Is Well-Being Time paid out at the end of employment?

Well-Being Time is not paid out at the end of employment, unless required by law.

Where can I find more information?

For more information on Time Off and other employee benefits, visit LIIBenefits.com.