

## Legacy Employee Assistance Fund (LEAF) Frequently Asked Questions

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### QUESTIONS ABOUT LEAF APPLICATIONS AND PTO CASH-OUT OPTION

#### Who is eligible to apply?

Legacy full- or part-time active employees experiencing catastrophic events that resulted in

- loss or temporary displacement from their primary residence;
- catastrophic property loss;
- loss of primary automobile/vehicle; or
- experiencing the need for assistance due to a personal hardship (such as: serious illness or injury, fire, violent crime, or death of employee's dependent.)

#### How do I apply?

Complete the LEAF application and email with all the required documents to [leaf@legacycommunityhealth.org](mailto:leaf@legacycommunityhealth.org).

#### Is there a deadline to apply?

There is no deadline to apply.

#### How often can I apply for LEAF assistance?

Employees may apply once every three (3) years with the maximum amount of assistance of \$2,000 per approved LEAF application.

#### Do I have to apply for both LEAF assistance and the PTO cash-out option?

No. You can decline the PTO option on the LEAF application.

#### How much is LEAF assistance?

LEAF assistance of up to \$2,000 every three years per approved LEAF application.

#### Is Legacy making any kind of donation to the LEAF?

Legacy Community Health is matching up to \$50,000 in LEAF donations.

#### How much PTO can I cash out?

You may request a cash out of up to 40 hours of PTO. The hours requested must be available in your remaining PTO balance. **Be aware, hours cashed out now will not be available to use later in your remaining PTO year.** If you have additional questions, please contact HR at [HR@legacycommunityhealth.org](mailto:HR@legacycommunityhealth.org).

#### What is considered a "primary home" or "primary residence"?

Your primary home/residence is your owned or leased property where you usually live. A second home or a structure that you don't reside in (e.g., garage or barn) does not qualify as your primary residence.

### **What if there's more than one employee in a primary home/residence?**

A household with more than one employee impacted by a disaster is eligible for only one LEAF assistance.

### **Who decides if I'm eligible or approved to receive this LEAF?**

A committee of Legacy employees will make the determination.

### **How will I receive the grant?**

Disbursement of LEAF will be made in the form of a check that is drafted in the name of the employee identified on the application. The check will be mailed to the address identified on the application. LEAF awards are not taxable.

### **How will I receive funds from cashed-out PTO hours?**

The funds will be applied to your regular paycheck. These funds are taxable.

### **What are the required documents to be submitted with the LEAF application?**

- Documents describing the financial need (i.e. eviction notice, disconnect notices, insurance claims, fire reports, applicable bills, etc.) pertaining to the situation;
- A copy of the employee's two most current bank statements from all bank accounts with all but the last four (4) digits of each account number marked out;
- Child support documents (if applicable), including any records of non-payment;
- A printed copy from Employee Self Services, of the employee's most recent pay stub detail; and
- A printed copy, from Employee Self Services, of the employee's most recent paid time off (PTO) balance.

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## **QUESTIONS ABOUT DONATIONS**

### **How do I donate?**

You may donate in three ways:

- by [credit card](#)
- by payroll deduction
- by check, made payable to **Legacy Community Health - Employee Assistance Fund/attn. Development** and mailed to Legacy Community Health, P.O. Box 66308, Houston, TX 77266-6308

### **Can I donate my PTO hours so an eligible employee use them or cash them out?**

PTO hours cannot be donated.

### **Is there a set amount to donate or a limit?**

There is no maximum or minimum limit you may donate.

### **Is there a deadline to donate?**

The Legacy Employee Assistance Fund will continuously accept donations. There is no deadline.

**Will I get a tax deduction for my donation to the fund?**

Contributions to LEAF are tax deductible depending on the total amount of donations you have made that year. If you have questions, contact your tax attorney, accountant or professional tax preparer.

**Who can donate?**

Currently, only Legacy employees, their families, and board members may donate to the LEAF.