



Time Away Pay (TAP) for Leaders *(P4 and M Career Framework bands and above)*

Important changes coming in 2021

Taking time off from work is one of the most powerful things you can do to build resiliency and ward off burnout. OhioHealth's Time Away Pay (TAP) benefit is meant to help you rest, relax and recharge.

As a leader, it can feel like there's never a good time to step away. But taking regular time off is good for you — and it's good for your associates because it helps you be a better leader. And, when you take time off, you are modeling positive behaviors for our associates.

We've recently reviewed our time away benefits, and are making some changes. Starting in 2021, you will earn more time away for most years of service — more than 2 extra days per year, on average. Instead of being limited to the TAP time you accrue each pay period, your entire annual accrual will be front-loaded and will be available for use beginning on the first pay period of the calendar year.

You'll have plenty of time to transition to this new approach to TAP. It doesn't start until January 1, 2021. And any TAP remaining in your bank at the end of 2020 will be paid out to you. **Here's how you'll transition:**

2020	<h4 style="color: #0056b3;">Stay in Current TAP Plan</h4> <ul style="list-style-type: none"> • Same accrual rate • Receive TAP cash-in payout elected during October 2019 annual enrollment • TAP balance remaining at the end of 2020 will be paid out • Use 40 hours of TAP between May 22 and September 7, 2020. 	2021	<h4 style="color: #e67e22;">Move to New TAP Plan</h4> <ul style="list-style-type: none"> • Your TAP hours are available on December 27, 2020 and most leaders will earn more TAP on the new plan than they do today. The specifics vary depending on your years of service. No one will lose TAP as a result of the transition. • Use it this year. Starting in 2021, any TAP remaining that exceeds 5 days at the end of the year will expire. 	2022	<h4 style="color: #7ed321;">5-day Carryover</h4> <ul style="list-style-type: none"> • In 2021, if you have TAP remaining, up to 5 days will carry over into your available balance for 2022. This will continue annually, with no more than 5 days carried over per year.
------	---	------	---	------	--

New TAP Rates Starting January 1, 2021

Years of Service	Current Plan	New Plan	Difference
<1	16	24	+8
1-3	20	24	+4
4	25	24	-1
5-9	25	27	+2
10	26	29	+3
11	27	29	+2
12	28	29	+1
13	29	29	0
14	30	29	-1
15-19	30	31	+1
20-24	31.5*	33*	+1.5
25+	33*	35*	+2

*Includes Personal Days

When we transition

If you have 4 or more years of service when we move to the new plan — or if you will reach 4 or 14 years of service in 2021 — we will add to your TAP balance to account for the difference between our current and new plans. This is a one-time adjustment for leaders affected when we transition in 2021.

Look on the back for more information.

If you have 20 or more years of service

Personal Days are additional time away that is awarded to associates with 20 or more years of service — and that time is built into the new TAP schedule.

In 2020, you will still see these hours called out separately. In 2021, however, Personal Days will be part of your overall deposit of TAP hours at the start of the year.

The chart below shows your TAP days and Personal Days under the current plan and the new plan.

Years of Service	Current Plan	New Plan	Difference
20-24	30 Days TAP + 1.5 Personal Days	33 (TAP + Personal Days)	+1.5
25+	30 Days TAP + 3 Personal Days	35 (TAP + Personal Days)	+2



Questions and Answers

Question	Answer
Why are we making this change?	This change aligns our TAP program for leaders with programs offered by similar employers. It is meant to help leaders use the TAP benefit for its intended purpose — to take time away from work to rest and recharge.
When are the changes effective?	You will stay on your current TAP plan through the end of 2020. In 2021, you will move to the new TAP plan.
Is the chart on the first page based on a full-time schedule?	Yes. Each year, you will have immediate access to your full annual accrual beginning on the first pay period of the calendar year. The hours on the first page are based on a maximum of 80 qualified hours each pay period. If you are a part-time associate, your TAP deposit will be prorated.
How should I plan for the change?	Begin now to plan for any TAP you want to take in 2020. Work with your leader to schedule this time away.
Will I be able to cash in my TAP in 2020?	No. If you did not elect to cash-in TAP during enrollment in October 2019, that option is no longer available. However, your remaining TAP balance at the end of 2020 will be paid out in full. Keep in mind, starting in 2021, you will no longer see this option when you complete your annual enrollment.
If I will have 4 or 14 years of service, will I receive fewer days under the new plan than I would have on our current plan?	We will make sure you do not receive less TAP. If you have 4 or 14 years of service when we move to the new plan — or if you will reach 4 or 14 years of service in 2021 — we will add to your TAP balance to account for the difference between our current and new plans. This is a one-time adjustment for leaders affected at the time we transition.
What happens to the time in my TAP bank at the end of 2020?	Any TAP remaining in your bank will be paid out to you in 2021. Starting in 2021, up to 5 days will carry over into your TAP balance for 2022. Going forward, no more than 5 days will carry over in any one year.
If I have a TAP balance and I leave OhioHealth in 2021, will my remaining hours be paid out to me?	Yes, if you leave OhioHealth once the new plan begins in 2021, your TAP balance will be prorated and paid to you. The prorated amount is based on how much of your annual TAP balance you've already used and how much of the year you worked for OhioHealth. For example, assume you are eligible for 24 days of TAP each year, you've taken 5 days so far, and you leave OhioHealth on June 30 (which is half of a calendar year). You would be paid for 7 unused TAP days (12 prorated TAP days – 5 TAP days used = 7 TAP days paid out). If you take more TAP than is earned and leave OhioHealth, you will be responsible for paying it back. For example, assume you are eligible for 24 hours in 2021, take 10 TAP days in January and leave OhioHealth in February. You would be responsible for paying back any hours not yet earned.