

Good Morning/Afternoon,

Due to the description of your symptoms and the Crisis Response Team's efforts to maintain a healthy work environment for all HCRBrands staff, you will be required to provide doctor's authorization that you're safe to return to work. Until you provide these documents you will be unauthorized to access any HCRBrands facility. You may also choose to self-quarantine for 14 consecutive days from the date of this notice.

We recognize situations such as these are more than a healthcare decision, they are also a financial decision. Effective 3/12/2020, HCR implemented a flexible leave policy for employees with documented Flu or COVID -19 symptoms.

- All leave options including Paid Sick Leave, PTO, and Bonus Time can be stacked (balances permitting) to cover the absence. Concurrent PTO and/or Bonus Time limits will be waived during this period.

All unpaid leave will be treated as Approved Unpaid Leave for the duration of any CDC, State Health Agency, or HCR mandated quarantine regardless of individual existing leave situation. All benefits elected prior to the leave will remain in full effect until you are permitted to return to work.