



Frequently Asked Questions: WE Hours

What are WE Hours?

WE Hours are up to eight (8) hours of paid time granted to eligible colleagues in addition to regular paid time off (PTO). WE Hours are similar to a floating holiday, or a personal day, which colleagues can use for whatever reason they see fit, as long as the time is scheduled and approved in advance. WE Hours provide colleagues with paid time to celebrate holidays that are special to them and may fall outside Virtua recognized holidays, spend a day in service to their community or even invest in their own well-being or self-care practices- all without needing to use up time reserved for vacation or an unexpected illness.

Why is Virtua introducing WE Hours?

Virtua is introducing WE Hours as part of our Culture of WE, supporting our employee well-being and diversity philosophies, and as an enhancement to our colleague benefit program. Our people are at the center of all we do and this is an opportunity to utilize paid time in a manner that is most meaningful to you. While WE Hours may be used for any purpose, we expect many colleagues to use the time off for religious and cultural days of importance, for wellness and relaxation, and/or for days of service in our community.

Who is Eligible for WE Hours?

Full-time and part-time employees, excluding bargaining unit employees, who are eligible for paid time off (PTO) are eligible for up to eight (8) hours of pay for WE Hours per calendar year. For employees working less than full time, the amount of time credited is prorated based on the employee's regularly scheduled work hours.

Can I use my WE Hours for whatever is most important to me?

Yes! WE Hours must be scheduled in advance, but can be used for any reason, and the reason does not need to be disclosed when requesting the time off.

When will WE Hours be granted?

WE Hours will be granted on January 1, 2022 for eligible employees, and then on January 1 in each subsequent year the benefit continues.

Are new hires eligible for WE Hours?

New hires will receive WE Hours upon the first January 1 they are actively working, and they are eligible to use WE Hours after 90 days of employment.

When can I use my WE Hours and how do I schedule them?

WE Hours must be scheduled in advance, and can be taken on any day or partial day within the calendar year that is mutually agreed upon by the colleague and leader.

Departmental policy PTO scheduling guidelines will apply to the scheduling of WE Hours. Leaders may deny a request for WE Hours if staffing or work requirements cannot be covered or if sufficient advance notice is not given.

What if multiple colleagues want to use WE Hours on the same day?

When reviewing multiple WE Hour requests for the same day, if not all colleagues can be accommodated, regular departmental PTO scheduling guidelines should be used. The particular reasons colleagues are seeking to use WE Hours (if disclosed or known by the leader) will not be used to give preference to one colleague over another and will not be a factor in approving or denying the request.

Can I use WE Hours for less than a full scheduled shift?

Yes.

Can I use WE Hours for a sick day or while I am on leave?

No, WE Hours may not be used for unscheduled absences due to illness and may not be used during a leave of absence.

If I am not able to use my WE Hours can I sell them back or carry them over to the next year?

No, unused WE Hours are not eligible for sell back and cannot be carried over to the next year. Colleagues are encouraged to schedule WE Hours well before the end of the year to ensure time off can be granted consistent with patient care and operational needs.

Are WE Hours paid out at the time of termination?

No; unlike PTO, WE Hours are not paid out at the time of termination. WE Hours may not be used during the notice period after a resignation is announced.

Can I donate my WE Hours to another colleague or to the Care Fund?

No, WE Hours are intended for the personal use of eligible colleagues.

How do I apply my WE Hours in API?

Colleagues will enter a calendar request in API using pay code WEH.