

The Employee Sunshine Fund Intro and Q&A

What is the Our Hospice Employee Sunshine Fund?

The Sunshine Fund provides confidential, emergency financial assistance to teammates facing unusual and severe hardships due to a crisis out of their control.

Is the Sunshine Fund a gift or a loan?

The Sunshine fund is a one-time gift to assist employees in crisis. It is not a loan.

What is considered an Emergency or Crisis?

The Sunshine Fund can be used for financial assistance for unpaid bills, medical emergencies, funeral expenses, home repairs, medical bills, and living expenses.

Will the Funds be paid directly to the team member?

No, the Sunshine Fund will pay the vendor (utility company, hospital, auto repair shop, etc.) by the Human Resources Director.

Who qualifies for help?

The team members must have been employed for a minimum of six (6) months in good standing. No corrective actions or written warnings in the prior six months. The fund is for team members experiencing unusual financial strain from a specific and/or isolated event.

How many times can I apply?

An employee can apply two (2) times per calendar year.

What is the amount an employee can receive?

An employee can apply for up to one thousand dollars per request. If the request is \$100 or less, the request will go through Human Resources for approval. If the amount is larger than \$100, the Sunshine Committee will meet to determine award and approval.

Will every award be approved?

Awards are evaluated on first come, first served basis and based on the current funds available in the Sunshine Fund. It is OHSCI's goal to assist and support our employees at their time of need and will attempt to use the resources effectively and based on limitations of fund amount.

How does someone apply?

The employee completes the Sunshine Fund Application on the ADP portal. The application must have description of the need and reason for the request. Human Resources will reach out to employee to request the bill or documentation needed for payment. The application will be reviewed and an assigned Social Worker may contact the applicant on as a need only basis. . The decision will be communicated to the applicant via email. Human Resources will work with the Finance Department to pay the creditor/vendor.

