



To: Via Employees
From: Lisa Walkiewicz, President & CEO
Date: April 2, 2020
Re: PLB Reminders & Employee Contributions for Health & Voluntary Insurance

PLB & Timesheets

- Timesheets are due by 10am on **Monday, April 6.**
- Please report any PLB you wish to use to your supervisor or note on your timesheet.
 - **Borrowing PLB:** You can borrow up to 5 days (40 hours) if you are employed a year or more and up to 3 days (24 hours) if you are employed less than a year.
 - **Saving PLB:** If you have been employed for 1 year or more, you can save up to 5 days (40 hours). If you have been employed for less than year, you can save up to 3 days (24 hours).
 - **You can either use all your PLB and borrow PLB OR save up to 40 (or 24) hours of PLB. You cannot do both.**
 - Confirm your PLB balance by logging on to Paylocity and visiting the Time Off section on the self-service portal. Via's company number is 18725.
 - If you worked or used PLB during the pay period of March 8 to 21, you accrued additional PLB. You do not need to use this additional PLB accrual, unless you want to.
 - Employees who are working a reduced hour schedule will accrue PLB at a prorated amount. For example, if you are working 30% of your typical schedule, you will accrue PLB at a rate of 30% of your typical accrual rate.

Employee Contributions for Health Insurance & Voluntary Insurance

- Coverage under Via's health plan will remain in effect through this closing event until further notice.
- **Employee contributions for health insurance for the April 10 pay will be suspended.** These employee contributions include health, vision and dental insurance and voluntary insurance. These suspended employee contributions will occur on July 31 which is the third pay of the month. Typically, if there are three pay periods in a month, employee contributions are made on two of the 3 pay periods.
- **If you are currently furloughed or partially furloughed, your employee contribution will be suspended in the April 24 pay.** When Via resumes full services and you are back to work, your employee contribution will occur in the first pay period upon return to work. If you have a family or spouse health plan, Human Resources will contact you with options for repayment of your employee contribution.

FSA & Retirement Loan Deductions

- If you are currently in the FSA plan or have a retirement plan loan **AND** are furloughed or partially furloughed, HR will contact you to discuss further.

Please visit the Employee Resource page for FAQs, COVID-19 resources and communications.

www.ViaNet.org/COVID19-EmployeeResources/

Please contact the human resources department (HR@ViaNet.org) with any questions or concerns.

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Via's Mission: Helping the people we serve reach their full potential.

The official registration and financial information of Via of the Lehigh Valley, Inc. may be obtained from the Pennsylvania Department of State by calling toll free within Pennsylvania, 1 (800) 732-0999. Registration does not imply endorsement.