



Haymarket Center

COMPREHENSIVE BEHAVIORAL HEALTH SOLUTIONS
FOUNDED IN 1975 BY MSGR. IGNATIUS MCDERMOTT AND DR. JAMES WEST

To: All Staff

From: Dan Lustig, President and CEO

Date: March 17, 2020

Re: Temporary Attendance Bonus

Effective immediately, Haymarket Center will be implementing a temporary attendance bonus to aid the agency's response to COVID-19. The goal of this bonus is to ensure that we have the appropriate staffing patterns to continue serving our clients.

All full-time staff Manager and below will receive a \$300 attendance bonus per pay period if they have no Unscheduled PTO days during that pay period. Additionally, in order to be eligible, staff cannot have any current or pending disciplinary action. Scheduled PTO will not impact eligibility for this bonus. However, supervisors are encouraged to be mindful of staffing patterns when approving scheduled PTO moving forward.

All attendance bonuses will be paid out on the pay day of the following pay period. For example, the first pay period for this bonus will run March 17 to March 30, and it will be paid out the following pay period's pay date on April 17, 2020.

As part of this bonus structure, Haymarket will be temporarily suspending the monthly census bonus. (It is important to note that staff who were receiving the census bonus regularly would now be eligible to receive a significantly higher bonus.) Once this period has passed, the census bonus will be reinstated.

Thank you for your continued hard work and commitment to our clients.