



## Health & Fitness Reimbursement Policy

### Eligibility:

WinnCompanies will reimburse all regular employees working 30 or more hours per week after completion of one full year of service for Health & Fitness Benefits as outlined below.

### Description:

Eligible employees may be reimbursed up to \$500 for health club program expenses and purchase costs of in-home exercise equipment. All reimbursements must be completed between January 1 and March 31 for the previous calendar year. For example, health club or expenses for 2017 must be submitted for reimbursement between January 1, 2018 and March 31, 2018. Reimbursements will only be made for prior calendar year Health & Fitness expenses and reimbursements will not be accepted future time periods (for example, reimbursements will not be processed in February 2019 for a 2019-year Health Club membership).

### Qualified Health Clubs and Equipment:

- Full-Service club memberships with cardiovascular machines (such as treadmills) and strength training equipment
- Specialized Health Clubs such as Crossfit, Pure Barre, Yoga, Spinning, etc.
- Certified Bootcamps
- Memberships to Country/Golf Clubs are not included
- Reimbursements will not be made for missed class or late fees.
- Virtual/Online memberships, classes and programs
- Cardiovascular and strength-training equipment for fitness that is purchased for use in the home, such as stationary bikes, weights, exercise bands, treadmills, fitness machines

### Reimbursement Procedures:

Employees must submit the Health & Fitness Reimbursement Request Form to the HR Helpdesk along with proof of payment and Health Club description between January 1 and March 31 of the following year.

Human Resources will approve and process the reimbursement through Payroll. Approved reimbursements will be completed within 30 days, or two pay periods, following submission of completed paperwork. Note, reimbursements are subject to Federal and State tax Payroll taxes.