



## **FAQs: WinnCompanies WinnCares Day of Service Program**

Beginning in 2017, each WinnCompanies team member is being provided with eight (8) hours of paid time to use for charitable and volunteer activities on behalf of non-profit groups or causes to benefit the communities where they live and work.

Our new “Day of Service” benefit reflects the company’s WinnCares philosophy, embodied in one of our Guiding Principles: “The way we conduct ourselves and our company will affect others. We respect our obligation to act responsibly, with honesty, and to make positive contributions to the community and the industry in which we do business.”

Our WinnCares spirits play out in many ways, from small groups of property management employees volunteering in their local markets, to our annual scholarship program for residents, to the companywide efforts on behalf of veterans and the homeless. We are excited to be able to provide you with our new “Day of Service” benefit.

Here are the answers to *Frequently Asked Questions* about the Day of Service program.

### **Who is eligible to use paid time for charitable and volunteer activities?**

Team members who work 20 hours or more each week are eligible.

### **How do I keep track of the time I use toward their Day of Service?**

A new pay code, “community service,” has been added to Dayforce. Whenever you put time toward your Day of Service, it should be recorded in Dayforce using the “community service” code.

### **What can Day of Service time be used for?**

Day of Service time can be used for volunteer and charitable activities that benefit the community or community groups. For example, in the past, WinnCompanies team members have participated in clothing drives for the homeless, volunteered at soup kitchens, performed property repairs for nonprofits, picked up trash in environmentally sensitive areas, etc.

### **How do I request time off to volunteer?**

All team members should request time off in the same way they currently request other types of time off at their site or department.

**Am I required to use Day of Service time? Am I required to do volunteer or charitable work?**

No. This benefit is only for those who wish to utilize it. Team members are not obligated to provide community service, though we encourage it!

**Do I need to use all eight hours in one day?**

No, but we prefer and encourage team members to use this time in four to eight-hour blocks that are more conducive to "team" WinnCares events. For example, a team member completing two four-hour activities will have used all of his/her eight-hour Day of Service allotment. If four to eight hour blocks are not possible, team members may use one hour or more in any increment they wish throughout the year.

**Is the use of Day of Service hours limited to company-sponsored volunteer activities?**

No, but the company encourages team members to work together to plan WinnCares events for their property sites, regions, office and departments. Our hope is that Day of Service hours will enable teams to get to know each other better while demonstrating the company's desire to give back to the community through the WinnCares program.

**How do I decide where to volunteer my time or expertise to benefit a non-profit organization, group or cause?**

How and when you choose to use your time on behalf of the community is up to you, within certain limits. Playing golf in a charity tournament, for example, is not considered a charitable/volunteer activity. We encourage team members to talk to each other and to work together to plan WinnCares events for their property sites, regions, office and departments. From time to time during the year, WinnCompanies supports certain causes as a company that believes in good citizenship. Each year, our team members will have the opportunity to complete a brief survey that asks for their help in prioritizing the charitable causes that WinnCompanies supports.

**How do I know if the charity I want to spend time is approved? Can I volunteer for any charity I want? Are there any restrictions?**

Charity and volunteer work should be performed on behalf of registered charities, non-profit community groups and/or known local, region or national organizations. It should be the donation of hands-on time. For example, playing golf in a charity tournament is not considered community service.

**Do I need to provide my manager with documentation/confirmation of my volunteer activity?**

Yes. Managers may ask team members for proof that they participated in the event in order to be paid for their time.

**Does Day of Service time roll over from year to year?**

No. Every team member is given eight hours annually, on January 1 each year. The time is forfeited at year end if it is not used. The Day of Service benefit is a "use it or lose it" benefit.

**Am I limited to eight hours of charitable or volunteer activities during a year or can I do more?**

WinnCompanies encourages all team members to perform charitable activities in the communities where they live and work. Under the Day of Service program, you may be paid for up to eight hours/year for such activities. You are always free to do more on your own time. If you wish to do more than 8 hours/year of charitable work during the work week, your manager needs to approve the additional time away from work. ATO time would need to be used for hours spent doing charitable work beyond the eight hours.

**Does this time count towards overtime calculations?**

We strongly encourage team members to avoid using Day of Service time during a week in which they are expected to work more than 40 hours. Community service time is considered time worked. Therefore, those hours would be included in overtime calculations if a team member has already worked 40 hours during a week in which they also perform community service activity.

**Can supervisors decline a request for time away if the employee is needed for business requirements?**

Yes. As with other types of time off, an employee must receive his/her manager's prior approval before community service time off can be scheduled. Therefore, a Day of Service time off request may be denied if it interferes with business requirements.

**Does participating in Day of Service activities on a weekend entitle a team member to time off during the work week?**

No.

(end)