

## Corporate Policies & Procedures

<b>Policy:</b>	Wellness Activity Subsidy (WAS)		
<b>Department:</b>	Human Resources	<b>Sub-Department:</b>	Benefits
<b>Original Date:</b>	01.01.2011	<b>Version:</b>	04/12/2024

### SCOPE:

The Wellness Activity Subsidy (WAS) Policy applies to all eligible employees of MHM Professional Services, Inc. d/b/a Centurion Health Professionals, Inc. (“Centurion”) and its subsidiaries (collectively, the “Company”).

### ELIGIBILITY:

An employee is eligible after 90-days of FT employment, and must be actively employed in a FT status at the time the reimbursement is paid.

Expenses must have been incurred during the WAS plan year, after your 90-day eligibility period is met. We will not reimburse for any expenses paid prior to the date you are eligible to participate

### EXCLUSIONS:

- Part-time, PRN, Independent Contractors, LOCUMs and terminated employees
- Dependent children or spouses of eligible employees

### PURPOSE:

To encourage participation in physical or fitness activities designed to promote overall health, well-being, or weight loss.

### POLICY:

Centurion will reimburse an employee 50% of eligible activity expenses, up to \$200 per plan year. The Plan period runs from July 1<sup>st</sup> to June 30<sup>th</sup>. The deadline for WAS submissions is June 30<sup>th</sup> of the reimbursement year, and typically paid out on the 2<sup>nd</sup> payroll check in July. Any expenses over the \$200 reimbursement maximum will not be carried over to the next plan year.

### ELIGIBLE FOR REIMBURSEMENT:

- Gym, YMCA, Peloton or other fitness membership dues
- Weight management programs promoting healthy physical activity (not including food or supplements)
- Fitness activities such as Tai Chi, Pilates, Tae Kwon Do, Kickboxing, Zumba, Yoga or other programs that are either in-person or conducted virtually

### NOT ELIGIBLE FOR REIMBURSEMENT:

- Physical Therapy billed to medical insurance
- Weight loss equipment
- Specialized meal plans
- Injections or supplements
- Activities for spouses or dependents
- Registration or annual fees

**PROCEDURE:**

Eligible employees **must** submit their WAS reimbursement request and supporting documentation via the program link: [2024 WAS Reimbursement Request Form](#) no later than June 30<sup>th</sup> of the current plan year. Due to the high volume of participation, WAS reimbursement requests can **only** be submitted via the link; faxed or email requests are automatically denied without review. Supporting documentation must clearly show the date(s) or period of the eligible activity and proof of payment which includes the payee name, dollar amount paid, method of payment, and the date paid (please mark out any banking or credit card information).

**Employees with family memberships must provide documentation of the cost/rate for an “individual only” membership and can only submit that dollar amount for reimbursement; the WAS plan excludes reimbursement for spouses and dependent children.**

Reimbursement requests may be denied if submitted late (after June 30<sup>th</sup>), incomplete, illegible, or for expenses outside of the plan year. If multiple submissions are received only the most recent submission will be processed.

If an employee is unable to access the WAS program link, has questions about the policy or a specific activity, they may contact Benefits at [Benefits@TeamCenturion.com](mailto:Benefits@TeamCenturion.com).

*Submission of a WAS reimbursement is not a guarantee of payment. This policy is administered by the Benefits Department who is responsible for the review, approval, or denial of all WAS reimbursement requests. This policy may be amended at any time and is subject to change at the discretion of the company.*