



Employee Fact Sheet

Frequently Asked Questions

Separation Date Determination

How long will I be employed? It is anticipated that your last day of employment will be March 9, 2012 even if you are no longer required to come to the hospital. You will continue to be paid and will remain eligible for benefits during that time provided that you do not voluntarily resign. You will continue to be paid on the normal pay cycle minus any applicable taxes, benefits, and other withholdings.

When and how will I be officially notified of my last day? You will be notified of your last day as soon as the facility can determine continued staffing requirements. It is expected that operations will be suspended here at Hartsele on or about February 1, 2012, though you may need to work beyond the closure date. Your Supervisor will inform you of how long you will be needed.

Will the hospital keep admitting patients? Will I need to report to work? Yes, the hospital will continue admitting patients until such time appropriate notice is provided to cease certain parts of its operations. Until you are provided such notification, the hospital will run business as usual. It is very important to continue providing quality care and service to our patients and our community. If you have any questions about your schedule, please talk with your supervisor. Once the facility closes, we will continue to need people to assist with other duties as assigned.

How will my last day at work be determined? Will everyone's last day be the same? Each employee's final day at work will be determined based on the transition schedule and job duties. These dates will vary by job position based on business needs. You will be informed when you are no longer required to come to the facility to work.

Employment Opportunities

Will the facility help me find another job? Absolutely. We will be hosting workshops on topics that will assist you with your search in the coming weeks. We will also be hosting job fairs with other local hospitals beginning the week of January 16th, 2012 and will contact the State Agency to investigate their assistance programs. Scheduled times and location of job fairs will be posted in the next few days.

What if I accept a job offer prior to my final day? We hope that you will work with your manager at Hartsele to ensure that your schedule is covered to provide our patients the highest level of care and a smooth closure of the facility. If you accept other employment prior to March 9th, your termination will be considered a voluntary resignation.

Vacation and Sick Leave

What will happen to my Vacation and Sick Leave balances? If you have a vacation balance, your vacation will be cashed out at 100% and will be included in your final paycheck. Sick leave balances are not paid out.

Benefits

What happens to my benefits? Many of your benefits will terminate on March 31, 2012, the last day of the month of your employment. Other benefits will terminate on March 9, 2012, your termination date. See the attached Benefit Information Sheet for details on continuing certain benefits beyond the termination date.

Will I be eligible for unemployment? You will be eligible to apply for unemployment benefits through the Alabama Department of Industrial Relations. You can file a claim for unemployment benefits, either by telephone 866-234-5382 (Monday – Friday, 7 am – 5 pm) or using the Internet Claim Filing System at www.dir.alabama.gov.

There are three basic requirements of eligibility:

1. You have earned sufficient income in the base period to qualify for a claim.
2. You are determined to be out of work through no fault of your own.
3. You meet all requirements of eligibility on a week to week basis as long as you are claiming benefits.

The closure of the facility is causing stress and hardship on me and my family. What should I do? Capella Healthcare provides free assistance through our Employee Assistance Program (EAP). EAP services may be accessed through ValueOptions by calling 1-877-707-1780 toll free or online at www.achievesolutions.net/capella. This benefit will be available to you and your family until April 30, 2012.

How do I turn in my company property? On your last day, your manager should collect any property that belongs to the hospital that is in your possession, such as access cards, fobs, keys, pagers, cellular phones, or other office equipment. If your manager is not in, you may turn in your equipment to Human Resources.

More Questions. . .

Who should I contact with additional questions? You may contact Donna Nazary, Market Human Resources Director, at 256-301-3457 or e-mail at Donna.Nazary@CapellaHealth.com, or Christy Hughes, Human Resources, at 256-751-3000, ext. 486 or e-mail at Christy.Hughes@CapellaHealth.com.