

June 6, 2019

REVISED NOTICE – PLEASE READ

RE: Gym Reimbursement Changes 2019

On January 1, 2019, the following changes were made to the reimbursement to the gym membership process. The following are the changes:

- You must submit within 60 calendar days for reimbursement after signing up for the gym if you are paying on a one-time yearly basis. If you are paying month to month, you must submit within 60 days of your last payment for the last month you are seeking reimbursement for.
- Reimbursement will be paid the month following the close of the quarter you submitted.

Submit the gym reimbursement form along with your paid receipt and medical release to **Human Resources**, 3060 Eggers Avenue, Cleveland, Ohio 44105 during regular business hours 8:00AM-5:00PM Monday-Friday.

*Prior guidelines are still in effect to gain clearance from your doctor or from the On-Site Medical Clinic and reimbursements are only made one time per year.