

# 2024 WELLNESS REIMBURSEMENT PROGRAM



SME offers an incentive to all full and part time US employees who are committed to promoting a healthy lifestyle. In 2024 we will reimburse employees up to **\$300** a year for their participation in, or purchase of, any of the following items:

- Gym, fitness or aquatic memberships
- Health seminars or classes (taken outside of a fitness club, such as yoga, kickboxing, etc.)
- Weight loss programs (i.e. Weight Watchers, Jenny Craig)
- Smoking cessation programs
- Heart rate and/or activity trackers (limit 1 tracker per employee every 3 years)
- Large fitness equipment (treadmill, stair master, elliptical, or stationary bicycle)
- Nutrition counseling
- Race registration (i.e. marathon, triathlon)
- Acupuncture
- Tennis and swim lessons
- Medical provider-based weight loss programs, or counseling with a registered dietician
- Medically prescribed massage

**\* Anything not noted above must be discussed with HR prior to reimbursement request being submitted.**

## PROGRAM RULES:

- Receipts for the program, membership, class, etc., must be provided. The receipt must be itemized and have detail of the charges.
- SME will not pay an invoice, but will reimburse based on a receipt
- We will accept receipts dated back to **December 1, 2023** for this program
- You must be an active employee on the date the reimbursement is made
- *Note: Receipts do not need to be from the current quarter for reimbursement, but must be from 2024*
- All reimbursements are subject to applicable taxes
- Employees must complete the wellness reimbursement form in Kronos and upload a copy of their receipt(s). Go to My HR > HR Actions > Wellness Reimbursement > select Start.
- No more than one form per employee should be submitted per quarter. Please consolidate submissions if possible.

## DEADLINES:

Reimbursements will be made via direct deposit, via payroll on a quarterly basis. The schedule is as follows:

- Receipts for Q1 due **by Friday, April 5** for payment on April 12
- Receipts for Q2 due **by Friday, July 12** for payment on July 19
- Receipts for Q3 due **by Friday, October 4** for payment on October 11
- Receipts for Q4 due **by Friday, November 29** for payment on December 6
- No receipts will be accepted for 2024 after December 1, 2024.

## EXAMPLES OF ITEMS INELIGIBLE FOR REIMBURSEMENT:

- Health spas, massages or spa products
- Tournament or greens fees
- Food or beverage purchases, child care or tanning at a gym, fitness or aquatic club
- Merchandise (shoes, clothing, golf clubs, skis, snowmobile, etc.)
- Food and dietary supplements (other than those bought as part of a medical provider-based program)