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|  HAWAII HEALTH SYSTEMS CORPORATION <i>Quality Healthcare for All</i> POLICY | Department: Human Resources | Policy No. HR 0005A |
| | | Supersedes Policy No. |
| Subject: <i>Transfer/Relocation Assistance</i> | Approved By:  HHSC Board of Directors By: Donna McCleary, M.D. Its: Secretary/Treasurer | Approved Date: September 23, 2021 |
| | | Last Reviewed: January 26, 2021 |

I. PURPOSE:

To establish Transfer/Relocation Assistance for Eligible Employees who are transferred/relocated at the request and convenience of the Hawaii Health Systems Corporation (HHSC). This policy applies to all HHSC facilities and all Eligible Employees and Qualified Applicants.

II. DEFINITIONS:

"Eligible Employee" means a person employed by HHSC at the time that the transfer/relocation expenses are incurred and whose transfer or relocation is approved by the President & Chief Executive Officer (PCEO), or the Regional Chief Executive Officer (RCEO), or their respective designee.

"Eligible Expenses" means only those expenses specifically identified on HR 0005B, Section III.

"Transfer/Relocation Assistance" means reimbursement from HHSC for certain specified Eligible Expenses.

III. POLICY:

HHSC shall provide Transfer/Relocation Assistance to Eligible Employees as approved by the PCEO, or RCEO, or their respective designees. This policy shall not apply to a temporary move, moves made solely for the benefit of the employee or at the employee's request.

IV. AUTHORITY:

Section 76-23.5, Hawaii Revised Statutes

V. RELATED PROCEDURE(S):

HR 0005B

VI. REFERENCE(S):

None