



## Employee Emergency Aid & Resource Committee

Administered by Employees for Employees

### Purpose

The Employee Emergency Aid & Resource Committee was established to help employees of the Larry H. Miller Group of Companies with emergency situations beyond their control resulting in financial hardship. An emergency is defined as an unforeseen circumstance that calls for immediate action and an urgent need for assistance or relief. The average disbursement is no more than \$2,500 per occurrence.

### Eligibility

- Full time or part-time employees of the Larry H. Miller Group of Companies who have worked one continuous year (not aggregated) AND a minimum of 250 hours. Employees need to meet both criteria.
- Minimum age of 18 years old.
- Only one request for assistance per family, per year (rolling 12 months) will be considered in a 365-day period.
- Employees cannot apply for assistance for the same financial hardship more than once.
- If an employee becomes aware of a financial hardship of another employee, they may submit a request on their behalf.

### Guidelines

- The program is intended to assist with emergent expenses, utilities, transportation, food or emergency household repairs.
- In some cases, a serious illness or injury to yourself or immediate family member that has a significant impact on your financial situation will be considered for assistance. Immediate family members are defined as legal spouse or legal dependent child (minor or full-time student up to 23 years of age). The fund cannot support long-term or catastrophic medical assistance.
- Loss of primary residence due to a disaster.
- Prevent the loss of primary residence due to an unforeseen financial circumstance caused by a crisis or emergent situation. The fund will likely not make rent or house payments, but might assist in covering other financial burdens so a rent or housing payment can be made.
- Death of an employee or immediate family member causing a financial hardship.
- Victim of a crime (defined as a person to which a crime has been committed against) causing a financial hardship related to a necessity. This would include severe bodily injury, domestic violence, etc.

### Application

- Employees requesting financial assistance through the Employee Emergency Aid & Resource Committee must complete and submit a form which may be obtained from either the office manager or payroll clerk at your company or online at [lhm.com/employees](http://lhm.com/employees). (found at the bottom of the page) Once the form is completed, please submit it to the committee at [eearc@lhm.com](mailto:eearc@lhm.com). It is not required that you get your supervisor or general manager's/president's signature or approval, but it may help speed up the approval process.
- Eligible employees or employees submitting on behalf of another employee must provide written documentation verifying the qualifying hardship. Examples include: work estimate, damage estimate, copies of bills, etc. The documentation must be attached to the Employee Emergency Aid & Resource form. You can find the form at [lhm.com/employees](http://lhm.com/employees).