

**NORTHERN INDIANA PUBLIC SERVICE COMPANY  
NIPSCO UNION “WELLNESS DAY” AUTHORIZATION FORM  
MODIFIED FOR TEMPORARY COVID-19 VACCINATION APPROVAL**

**TO BE COMPLETED BY EMPLOYEE:**

Employee Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE COMPLETED BY ATTENDING PHYSICIAN OR PROVIDER:**

Date of **Wellness Exam/Preventive Screening/COVID-19 Vaccination\***: \_\_\_\_\_

Physician or Provider Name: \_\_\_\_\_

Physician or Provider Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

**\*Attending Physician or Provider:** “Wellness Day” shall cover preventive medical visits, tests and procedures OR COVID-19 vaccinations only.

**Employee:**

- NIPSCO Union employees are eligible for one wellness day per calendar year. For usage of Wellness Day for preventive medical visits, tests and procedures only during the year, the wellness day will be equal to one of your regularly scheduled days. The day cannot be used in increments and must be used as a single day.
- For purposes of COVID-19 vaccinations, employees may utilize Wellness Day in full, half or quarter increments. If a partial day is approved initially for a COVID-19 vaccination, remaining time must be utilized in its entirety for regular preventative medical visit, test or procedure. Additional incremental time will only be allowed for second COVID-19 vaccination dose. HR may request supporting documentation to confirm eligibility of incremental time.
- Wellness Day or partial time off applicable to COVID-19 vaccinations must be scheduled in advance with supervisor. You must return this form to supervisor immediately upon returning to work.
- Time off that does not meet these eligibility requirements will result in the day off being an unpaid PB day (personal business day).
- Applicable WorkBrain time code that you must enter: **Wellness-BU**
- Time off does not guarantee that your claim will be covered at 100%. If you are NOT enrolled in a NiSource medical plan, you are able to utilize this wellness day but will NOT receive any coverage for any services. If you are enrolled in the NIPSCO PPO or HDPPO plan, all in network preventive medical screenings are covered at 100%. Please contact Anthem at 1-800-228-2891 if you have any questions related to coverage for specific services.

**Supervisor:**

- Supervisor will retain this form in employee file for remaining calendar year. Employee files must be retained in secure location.
- For preventative medical visits, tests and procedures, supervisor should confirm that the wellness time entered into WorkBrain reflects a normally scheduled standard day and employee meets the eligibility requirements as noted above.