



Frequently Asked Questions

Eligibility and Enrollment

What is the Nixon Peabody Wellness Reimbursement Program ?

The Nixon Peabody Wellness Reimbursement Program is an initiative aimed to encourage healthy lifestyle behavior that allows for annual reimbursement up to \$400 for eligible wellness related expenses including gym memberships, group exercise classes, personal training sessions, virtual fitness applications, weight management programs and exercise equipment. You may also earn \$100 of your \$400 maximum each quarter by participating in quarterly step goals.

Who is eligible to participate in the program?

Partners and Benefits Eligible Employees are eligible for this program. For eligible new hires, this program will be available the first of the month following hire, just like other benefits. For terminated partners and employees, reimbursement must be submitted by the end of the month in which they terminate. **Please note that Spouses, Domestic Partners and Dependents are not eligible for this program.**

What is the maximum reimbursement I can receive?

Employees are eligible for \$400 per annual reimbursement period.

Is annual reimbursement per calendar year or on a rolling 12 month period?

The reimbursement period is based on the calendar year of January 1 through December 31.

What types of fees are eligible for reimbursement?

Generally, reimbursement applies to membership fees for health and fitness facilities, group exercise classes, personal training sessions, virtual fitness applications and subscriptions, weight management programs and exercise equipment. See below for more information on eligible expenses:

- Fitness Center Memberships & Exercise Classes: Health club, studio, and aquatic center membership fees: membership and organized exercise program fees (yoga, spin, Pilates etc.) are eligible for reimbursement
- Personal Training: This program applies to personal training sessions including in person and virtual sessions. Please note that you must provide an invoice from the trainer in order to earn reimbursement.
- Virtual Fitness Subscriptions and Apps: Examples of apps and virtual subscriptions that are eligible for this program include but are not limited to: Peloton, Honor Yoga, Headspace, Calm, Mirror, NordicTrack, FitBit Coach
- Exercise Equipment: Eligible expenses include treadmills, spin bikes, ellipticals, stability balls, hand weights (dumbbells, barbells), medicine balls, exercise tubing/bands, exercise mats, kettlebells, jump ropes, BOSUs, TRX bands, weight benches, and weight plates. **Please note that recreational items like bicycles, skis, golf clubs, basketball hoops, clothing/footwear, and wearable devices are not eligible for reimbursement.**
- Weight Management Programs: Examples of eligible weight management programs include but are not limited to: Weight Watchers, Jenny Craig, and eDiets. **Please note that food and supplement purchases are not eligible for reimbursement.**

All activities will require a require proof of purchase from the calendar year for which you are submitting in order for reimbursement to be issued.

QUESTIONS?

SUPPORT@GLOBALFITREWARDS.COM



How do I participate in quarterly step goals?

In order to track steps towards quarterly goals to earn \$100 each quarter, link a device by clicking the link button on your personal dashboard and syncing your device using the credentials for the app or device you are linking to sign it. If your app or device is not compatible with GlobalFit Rewards, you may submit screenshots showing that you completed the goal under the Alternate Submissions Method tile for the quarter. **A reasonable alternative is available if you are unable to complete the quarterly steps goal due to physical limitations, contact NPBenefits at npbenefits@nixonpeabody for more information**

Process

Where do I submit reimbursements?

To submit for reimbursement go to nixonpeabody.globalfitrewards.com and click Sign In. If you are on a mobile device or not signed in on the NP network, you will be asked to login using your NP credentials.

What do I need in order to submit a reimbursement?

To successfully submit for reimbursement, you must have electronic documentation showing proof of payment for an eligible expense (e.g. Itemized bank or credit card statement, copy of receipt etc.)

What is the deadline for when claims must be submitted?

You have **30 days** from the end of the reimbursement period to submit claims. Please retain a copy of original documentation and proof of submission for your records.

How will my reimbursement be provided?

Reimbursements will be processed through payroll and the eligible participant is responsible for all applicable taxes.

How soon after I submit a claim will I receive the reimbursement?

Reimbursements will be processed on a monthly basis. Depending on the time of month you submit, you can expect to receive reimbursement within two to three pay periods following date of approval.

Can I submit a reimbursement for my dependent's expenses?

No, only Partners and Benefits Eligible Employees are eligible for this program.

Can I submit more than one reimbursement request per reimbursement period?

Yes, you may submit multiple reimbursements per year until your annual maximum of \$400 is met. All submissions must be for purchases made in the calendar year for which you are submitting.

Can I submit for a family membership?

Family memberships are eligible up to the prorated amount for eligible participants e.g. a family membership that costs \$600 per year for 3 family members would be eligible for a \$200 submission by the eligible participant.

Who do I contact if I have questions about the Nixon Peabody Wellness Reimbursement Program ?

For further assistance, please contact the GlobalFit Rewards Support Team:

- via Phone: **800-591-9990** Call Center Hours M-F, 8:30 AM—5:00 PM ET (excluding Federal Holidays)
- via Support Ticket: Click '**Open Issue**' at the bottom of your dashboard page
- via Email: support@globalfitrewards.com

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