

# Wellbeing Me Day 2024



---

## 1. What is Me Day?

Me Day is an opportunity for HP employees to disconnect from work for a day between 1 August and 30 September 2024 and focus on their personal wellbeing. It's a special investment HP is making as part of our broader commitment to helping employees focus on their physical and mental health, financial wellbeing, and community connections. It reflects the importance of taking "me time" to rest and recharge and maintaining a healthy balance across all areas of our professional and personal life.

## 2. Who is eligible for Me Day?

All HP employees actively at work are eligible to use this time during August and September 2024, including co-op students, limited term employees, and/or interns. Contractors and contingent workers (CWs) are not eligible for Me Day except as otherwise required by law. Special provisions may apply to certain work groups or locations. Watch for separate communications.

## 3. When can I take my Me Day?

You can take your Me Day from 1 August to 30 September 2024, with approval from your manager. Be sure to take advantage of this opportunity as it will only be available during this two-month period. Special provisions may apply to certain work groups or locations. Watch for separate communications.

## 4. Do I need manager approval to use this time?

Yes. You'll need to discuss with your manager when you would like to use your Me Day, receive written confirmation, and block your work calendar accordingly.

Customer Service and other employees performing customer-facing roles will need to work with their manager and leadership team on how to balance Me Day with customer obligations to ensure we don't experience any impact to the quality of service we provide our customers.

Employees in manufacturing roles will also need to work with their manager and leadership team to ensure there is no disruption to manufacturing schedules and related business needs.

## 5. Do I need to log this time in the time tracking system?

No. Employees only need to schedule the time with their manager and block the time on their calendar for wellbeing and personal development. Special provisions may apply to certain work groups or locations. Watch for separate communications.

## 6. Can I use my Me Day over several days as partial days?

No. Me Day is a chance to refresh and recharge—which is difficult to do in just a few hours! Your Me Day time must be taken as one full day during August or September 2024, so connect with your manager and block your calendar. Special provisions may apply to certain work groups or locations. Watch for separate communications.

## 7. If I am out on a leave of absence during August and September 2024, will I have an opportunity to take Me Day later in the year?

No. Me Day is a special opportunity that will only be available during August and September 2024. Employees who are not at work due to a leave of absence can still participate in the many other wellbeing opportunities available through [Well Beyond](#), HP's global wellbeing program.

**8. Can I schedule my Me Day to be part of a vacation I was already planning?**

Me Day is not a vacation day. If you use your Me Day during August or September 2024, you can choose to take it directly before or after a vacation you were already planning.

**9. If I'm too busy to take a day during August or September, can I take Me Day later in the year?**

No. Me Day is a special opportunity that will only be available during August and September 2024. All employees are encouraged to find a way to use their Me Day, to help refresh and recharge—even if their schedule is busy. Work with your manager to find the best time possible. If you're not able to use your Me Day, you can still participate in the many other wellbeing opportunities available through [Well Beyond](#), HP's global wellbeing program.

**10. I am a new employee who just joined HP—am I eligible for Me Day?**

Please discuss with your manager. If your schedule allows, you are eligible to use your Me Day after you begin working with HP, as long as you use it during August or September 2024.

**11. How will I be paid for Me Day?**

Me Day will be paid using your regular base pay rate and scheduled hours.

**12. Is Me Day eligible for overtime and/or shift differential?**

No. Me Day time cannot be counted for overtime and will not be eligible for shift differential.

**13. How is Me Day different from any other day?**

Think of Me Day as a paid wellbeing and personal development day to focus on activities that contribute to your wellbeing, rather than your usual day-to-day responsibilities at work. On Me Day, your job for the day is to focus on enhancing your wellbeing.

Me Day is designed to give you an opportunity to focus on whatever aspects of your wellbeing are most important to you. This could mean doing physical activity, spending time on mindfulness, learning something new, getting your financials in order, and/or spending social time in your community. More than anything it is time to recharge and focus on you.

**14. How should I let my colleagues and external partners know I am taking my Me Day?**

First, connect with your manager and block your work calendar. Then, on your Me Day, set an automatic reply through Outlook. You can even use this message we drafted for you!

“Thank you for your message. I am away from my desk today as I participate in HP's Me Day! Me Day is a day for HP employees to focus on their wellbeing and development, so my job today is—me! I will respond to your message when I return.”

**15. How can I share my Me Day experience?**

Once you have taken your Me Day, please take a few minutes to inspire other HP employees by sharing your Me Day story and photos on [Viva Engage](#) using the “#MeDay2024” hashtag. You may see your experience featured in a story on The Daily Inc!

**16. Can I carry over or cash out my Me Day?**

No. You can use your Me Day in the time frame stipulated by the company or your business unit; however, under no circumstances would Me Day be carried over or cashed out.

## **17. Where can I spend my Me Day?**

It is expected that most employees will spend their Me Day in or around the location where they normally work or live.

## **18. Is Me Day now an annual event we will have every year?**

No. The feasibility of having a Me Day will be assessed and communicated on an annual basis based on business environment and needs at that time.

## **19. What is the difference between 'We Day' and 'Me Day'?**

We Day was an opportunity for HP employees to volunteer in their local community with their business unit/function/organization between 1 April to 10 May 2024 during the 40 Days of Doing Good campaign. Me Day is an opportunity for HP employees to disconnect from work for a day between 1 August and 30 September 2024 and focus on their personal wellbeing.

For those countries that require consultation with works councils or other employee representatives, this is not intended to provide country-specific complete information and in no way reflects that final decisions have been made at a country level. With respect to such countries, final decisions are subject to prior consultation with works councils and other employee representatives, as required, and in compliance with local laws.