

AbbVie Employee Relief Program – Fact Sheet

Program Overview	The AbbVie Employee Relief Program assists eligible employees by supporting some of the short-term needs resulting from an immediate, unforeseen emergency event including natural disasters (e.g. hurricane), individual disasters (e.g. home fire) or financial hardship (e.g. death of spouse). The program is designed to help employees and their families by offering support with safety, shelter and/or short-term basic living necessities until other resources can be accessed.
About	Employees facing the following may apply for coverage of expenses related to: <ul style="list-style-type: none"> • Natural disasters including hurricanes, wildfires, tsunamis, and earthquakes. • Personal disasters such as a house fire or flood. • Financial hardships such as unforeseen spouse loss of job or income, domestic/physical abuse, accident, short-term illness, and death of a spouse/partner/dependent.
Eligibility	Active, benefit eligible AbbVie/Legacy Allergan employees with a minimum of 20 scheduled work hours per week can apply.
Amount and Eligible Expenses	Each application will be reviewed, and grant determinations made based upon individual circumstances. Eligible expenses include: evacuation expenses, housing repairs, home furnishing repair or replacement, mortgage/rent payments, utilities, food, clothing, transportation, childcare, and funeral/burial costs. Supporting documentation will be requested and reviewed to determine reimbursement amounts.
Application Process	E4E Relief, a nonprofit organization, administers the AbbVie Employee Relief Program on behalf of AbbVie. They will make grant determinations within 3-5 days maximum once a complete application is submitted.
Selection	Selection of recipients is made by E4E Relief, one of the leading providers of employee disaster and hardship funds. E4E Relief manages the grant processing and all administrative aspects of the AbbVie Employee Relief Program on behalf of AbbVie, including final determinations on the amount of funding relief to be granted. This ensures confidentiality and impartial decision-making. E4E Relief also has expertise on this subject matter to make sound decisions on qualifying events.
Award Payment	For US employees, funds will be sent directly by E4E Relief via Zelle. Outside of the US, funds will typically be delivered via Western Union. All awards are received in local currency to keep any transaction fees to a minimum. Grants to US associates from the AbbVie Employee Relief Program may not be considered income to the employee (employees should consult further with their tax preparer).
Apply	Visit https://abbvie.e4erelief.org/
Questions	Please contact E4E Relief at 844-450-1615 or 980-243-5901 or via email abbvie@e4erelief.org for questions about your eligibility or application. For general questions please contact: GivesBack@AbbVie.com