

**BENEFITS SUMMARY**  
**July 2023 Update**

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

This is a brief overview of the benefits of Hospice Care Plus, Inc. For a more complete review of the benefits and policies, please refer to the Employee Handbook & Policy Manual. These benefits may be changed at Hospice's discretion at any time, and this document is not a contract.

**AWS-Alternative Work Schedule**- the home program, 4 ten-hour days or 5 eight-hour days with a start time between 6 & 9 am. Employees may also work 4 nine-hour days and work 5 hours on the 5<sup>th</sup> day (approval by supervisor and based on job description)

**Cell Phone Stipend**: Patient care staff, director team members and development/outreach staff may receive a cell phone stipend or be provided a hospice cell phone (based on job duties)

**Conference Time**: full and part-time employees may apply for educational hours to attend in-services and conferences outside Hospice. Whenever possible, employee expenses are paid by Hospice; including registration, travel, lodging, and food. Conference time financial support is based on the budget and supervisory approval.

**Dental Insurance**: part of the premium is paid by Hospice for employee coverage. Employees may opt to cover their spouse and children as well.

**Education Time**: In-services held at staff meetings are open to employees and CEUs may be provided.

**Extended Sick Leave (ESL)**: at the end of the year a balance of PTO hours greater than 80 is rolled into your sick leave bank, up to a total of 96 hrs. These hours can be used for sick leave when time off is two days or longer (goes back to first day of leave).

**Family Medical Leave (FMLA)**: available to all employees that have worked 1250 hours in the previous 12 months. An employee may take up to 12 weeks off for a serious medical condition. This can be for themselves or a family member. Paid and unpaid leave can be used.

**Flexible Benefit Plan**: all full-time employees may choose to set aside pre-tax dollars into a Flex Plan. These pre-tax dollars are for medical, dental, and dependent care. This benefit is available and open to employees upon employment and during open enrollment in December (for next calendar year).

**Funeral Leave (FL)**: full time employees may take forty hours (pro-rated based on FTE) of funeral leave for immediate family (parent or guardian, sibling, spouse, child, grandchild, grandparent, in-laws) and eight hours for extended family members (uncles and aunts).

**Health Insurance**: a portion of the premium is paid by Hospice for employee coverage. Family, spouse, or child coverage may be purchased by the employee through Hospice.

**Holidays**: Hospice observes (9) nine holidays per year (refer to PTO Leave Policy).

**Life Insurance**: full-time employees are automatically enrolled with company paid life insurance;

## Employee Benefits, Cont'd

Eligibility begins on the first of the month after 30 days of full-time employment. Additional life insurance may be purchased by the employee for the employee or their family.

**Long Term Disability (LTD):** full-time employees may purchase LTD through Hospice. Hospice covers 20% of this premium. This benefit is based on the criteria of the policy and goes into effect after 90 days of total or partial disability. Employees must complete the application within 30 days of eligibility (or need to wait for open enrollment.)

**Mileage Reimbursement:** all employees are paid for mileage incurred for Hospice business. Commuting miles are not eligible for mileage reimbursement.

**Paid Time Off (PTO):** full time employees are eligible for PTO after completing the first 3 months of employment (exception: holidays). A bank of hours is accrued (pro-rated for FTE) to cover vacation, illness and holiday leave (accrued as holidays occur). Time off is granted by the supervisor based on policy and ability to provide coverage. After the first 3 months of employment, the employee will accrue PTO on a bi-weekly basis. Holiday PTO is earned as the holiday occurs (starts on date of hire). If an employee calls in the day prior to, day of or after the holiday, they will not be eligible to accrue the Holiday PTO. At the end of the year, remaining PTO will be rolled into 2 banks; hours 1-80 will remain in your PTO bank and then hours 81-176 will be placed into the ESL.

**Employee Assistance Program:** is available through contacting the Director of HR for support and counseling.

**Retirement:** full-time and part-time employees may choose to set aside pre-tax dollars into a 401(k)-retirement account. Hospice may match the employee contribution after one year of employment (% of match based on the annual budget).

**Short Term Disability (STD):** full-time employees may purchase STD. The STD policy is designed by the employee based on the options from the vendor. Employees must complete the application within 30 days from date of hire (or need to wait for open enrollment.)

**Vision Insurance-** employees may choose vision insurance. The employee only premium is paid by Hospice. Adding spouse/children is available (paid for by the employee).

### Definitions:

**Full Time:** Employee that works 30 to 40 hours per week (benefit eligible)

**Part Time:** Employee that works 20 to 29 hours per week

**FTE:** Full Time Equivalent (example: 32 hours per week is a 0.8 FTE)

### Current Vendors

**Allied Health Systems – Medical Coverage**

**Guardian—Dental, Vision**

**Guardian - LTD, STD, Life, Critical Illness and additional options,**

**FEBCO--Flex Spending Accounts**

**Transamerica Retirement Solutions --Retirement**

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