



Providing Homes • Restoring Health • Reclaiming Lives

Employee Benefits Summary

Paid Holidays

Full-time and part-time employees regularly scheduled to work 21 or more hours per week enjoy the following eleven (11) paid holidays:

- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Memorial Day
- Juneteenth Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

Vacation Time Accrual Full-time Employees

- Accrue 15 days of vacation per year (4.04 hours per pay period) during the first 2 years of service.
- Accrue 20 days of vacation per year (5.39 hours per pay period) after 2 years of service.
- Accrue 25 days of vacation per year (6.73 hours per pay) after 5 years of service.
- Accrue 30 days (8.08 hours per pay) after 10 years of service.
- ***Part-time employees accrue pro-rated vacation time based on hours worked.***

Vacation time is accrued on a Fiscal Year basis and can be carried over up to 3 weeks at the end of June each year.

Sick Time Accrual Full-time Employees

- Full-time employees earn twelve (12) sick days per year (3.23 hours per pay period).
- ***Part-time employees working at least 21 hours per week earn one half-day of sick leave at the completion of each full month of employment.***

Sick time is accrued on a Fiscal Year basis and can be carried over up to 6 weeks at the end of June each year

PLAN	ELIGIBILITY	COVERAGE
Medical (Cost Sharing)	First day of the month following the date of full time employment	All full-time employees who work at least 21 hours per week, and their eligible dependents, are entitled to participate in the medical insurance plan with 2 plan options.
Dental (Cost Sharing)	First day of the month following the date of full time employment	All full-time employees who work at least 21 hours per week, and their eligible dependents, are entitled to participate in the dental insurance plan with 2 plan options.
Life Insurance (Employer Paid)	First day of the month following 90-days of full time employment	All full-time employees who work at least 21 hours per week. The policy provides a lump-sum payment of one times your annual salary (up to a maximum of \$100,000.00) to your designated beneficiary (ies) in the event of your death. This includes accidental death or dismemberment.
Short-term Disability (Employer Paid)	First day of the month following 90-days of full time employment	Short-term disability insurance benefits are payable for non-work related injuries and illnesses for eligible employees beginning with the eighth consecutive day of illness and continuing for up to 90 days. Benefits pays 60% of your pre-disability earnings to a maximum of \$1000 weekly.
Long-term Disability (Employer Paid)	First day of the month following 90-days of full time employment	LTD plan supplements the State Disability Insurance. The plan provides benefits for eligible full-time employees who become disabled for more than 90 days by an injury or sickness that falls within the definition of disability specified in the contract. The benefit pays 60% of your pre-disability earnings to a maximum monthly amount of \$5,000.
Tuition Assistance	Full-time employees who successfully complete a 90-day Introductory Period.	A tuition assistance program is available to help eligible employees acquire a college degree(s) and/or certification or licensure in a human services or related field. Reimbursement of 100% of tuition and registration fees up to a maximum of \$3,000 per year (not to exceed three semesters). See Policy #413 for additional eligibility requirements.

401 (K)	First day of the enrollment month following 90-days of full time employment	PTHPA will make a 3% contribution of gross salary and bonus payments to the 401(k) plan on an employee's behalf. Voluntary elections can also be made on 3/1, 6/1, 9/1, or 12/1 following 90-days of employment.
Bereavement Pay	Full-time employees after completion of 90 days of continuous service	All full-time employees who have successfully completed ninety (90-days) of continuous service may take up to (3) calendar days off with pay for bereavement. Immediate family includes a spouse, domestic partner, child, parents, siblings, grandparents. For purpose of this policy and in-laws include parents, children and siblings.
Family Medical Leave	All employees who have completed 1-year <i>and</i> 1250 hours of service in the preceding 12 months.	In compliance with the Family Medical Leave Act, (FMLA), any employee who have completed 1 year and 1250 hours of service in the preceding year, will be eligible for up to 12 weeks of unpaid leave of absences. See Policy# 507 for full eligibility requirements, rights and responsibilities.
Military Leave	All employee called to active or volunteer for military duty, Reserve, or National Guard Training	All employees will be granted a military leave of absence without pay, for the period of military services, in accordance with the applicable federal and state laws. If you are a reservist of or member of the national Guard, you are also granted time off without pay for required military training.
Jury Duty Leave	Eligibility occurs immediately upon hire	All full-time employees will receive their regular rate of pay provided the employee complies with requirements outlined in the agency's policy and procedures manual.
AFLAC	Available to all employees	AFLAC Supplemental benefit, available as an optional benefit to employees at their full cost.
Recognition Awards	Based on consecutive years of employment	Completion of 1 year of employment - \$250.00 Completion of 3 years of employment - \$500.00 Completion of 5 years of employment - \$1000.00 Completion of 10 years of employment - \$2,000.00
Flexible Spending Accounts	Voluntary benefit available to all employees	Flexible Spending Accounts allow you to cover your medical, dental and dependent day care expenses that qualify as federal income tax deductions.
Employee Assistance Program (EAP)	Available to all employees following 90-days of employment	Up to 3 consultations with a licensed clinical support person, per year. You may also use the EAP as a resource for Financial Services, Childcare and Eldercare assistance, Legal Services, Identity Theft Recovery, and many other services.