

BLUE RIDGE HOSPICE

EMPLOYEE BENEFITS SUMMARY

(Benefits will vary depending on employment status – all below benefits are based on full time employment and may have stipulations – see Employee Handbook for details)

<p><u>Bereavement Leave</u></p> <p>Up to five (5) consecutive scheduled workdays paid leave after the death of a member of the employee’s immediate family. Immediate family is child, spouse, mother, father, brother, sister, or grandparents.</p> <p><u>Holidays</u></p> <ol style="list-style-type: none"> 1. New Years Day 2. Apple Blossom Friday 3. Memorial Day 4. Independence Day 5. Labor Day 6. Thanksgiving Day 7. Christmas Day 8. One floating holiday – earned the Wednesday prior to Thanksgiving each year and must be used within 12 months 	<p><u>Leaves of Absence</u></p> <p>Under special circumstances, an employee may be granted a leave of absence without pay. The granting of this type of leave is normally for compelling reasons and is dependent upon written approval of management.</p> <p><u>Medical Leave</u></p> <p>Blue Ridge Hospice provides medical leaves of absence without pay to eligible employees who are temporarily unable to work due to a serious health condition or disability.</p>	<p><u>Personal Leave</u></p> <p>Blue Ridge Hospice provides leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations.</p> <p><u>Military Leave</u></p> <p>A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.</p>
<p><u>Vacation</u></p> <p>Fourteen 8-hour days per year for the first two years.</p> <p>Twenty 8-hour days per year for the third year of employment and beyond.</p> <p><u>Sick</u></p> <p>Ten 8-hour days per year</p>	<p><u>Family Leave</u></p> <p>Blue Ridge Hospice provides family leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or to care for a child, spouse, or parent with a serious health condition</p>	<p><u>Cafeteria Plan</u></p> <p>Blue Ridge Hospice has established a Cafeteria Plan that all employees are eligible to participate every calendar year. As a participant in the Plan, an employee is allowed to pay for Blue Ridge Hospice’s group health and dental insurance premiums, uninsured medical expenses and dependent care expenses with pre-tax dollars, therefore increasing their take-home pay. A more detailed description of the Plan and programs will be available to employees prior to the beginning of each calendar year</p>

Group Insurance Plans

Health: Coverage begins the 1st day of the month following day of employment. Comprehensive Medical Plan. Employer pays 80% of monthly premium which includes vision; no deductible.

Dental: Coverage begins the 1st day of the month following day of employment. Preventive care @ 100%; \$1,000 coverage limit per year; basic at 80%; major at 50% after \$50 calendar year deductible (orthodontic included) Employer pays 80% of monthly premium.

Short Term Disability: Coverage begins the 1st day of employment. STD kicks in on the 15th day after accident or sickness with coverage of up to 13 weeks, 66 2/3rds of base salary to \$800 per week. Employer pays 100%.

Long Term Disability: Coverage begins the 1st day of employment. Begins immediately after STD at week 14; 60% of base salary, 2 years own occupation. Employer pays 100%.

Life/Accidental Death &

Dismemberment: Coverage begins the 1st day of employment. One times annual salary to maximum of \$60,000. Employer pays 100%.

Jury Duty

Paid at regular salary while meeting the obligation for up to 10 days per calendar year.

Tax Sheltered Annuity

An employee contributory Tax Sheltered Annuity option exists for all employees. Participation is entirely voluntary. Refer to the Plan documents for details.

Tuition Assistance

Blue Ridge Hospice has established a tuition assistance program to provide financial assistance to employees who are furthering their formal education toward a vocational goal which is in keeping with its mission and an employee's primary duties and responsibilities. Full-time employees with a minimum of six (6) calendar months of service and part-time employees with a minimum of one (1) calendar year of service are eligible to participate if they are in "good standing." Employees can be reimbursed for courses leading to a degree in a healthcare or job-related field, or to improve in their job skills.

Employee Paid Volunteer Leave

Blue Ridge Hospice depends on volunteers to perform important duties. Therefore, the organization encourages employees to volunteer their time with organizations or agencies outside of Blue Ridge Hospice. To further encourage these opportunities, Blue Ridge Hospice offers paid leave to those who participate in volunteer roles of 40 hours of paid volunteer leave each calendar year.

Statutory Benefits

In accordance with applicable law, the following benefits are provided to all eligible employees:

1. Social Security

- a. Blue Ridge Hospice contributes to this coverage by paying one-half of each employee's Social Security tax.

2. Unemployment Compensation Insurance

- a. Based upon an employee's earnings, Blue Ridge Hospice makes regular payments to the state and federal governments for the employee's unemployment insurance benefits.

3. Worker's Compensation Insurance

- a. Worker's compensation insurance provides financial protection in case an employee is injured or becomes ill as a result of their employment. Blue Ridge Hospice pays the entire cost of this protection.

Miscellaneous:

- 1. AFLAC – employee paid**
- 2. Employee Assistance Program – employer paid**
- 3. Merit Increases**
- 4. Shift Differentials**
- 5. Discounts: Coffee Shop and Corkfit Exercise Facility**
- 6. Voluntary payroll deductions**