

# 2010 BLUE RIDGE HOSPICE EMPLOYEE BENEFITS SUMMARY

*(Benefits vary depending on employment status – the listed benefits are based on full time employment and may have stipulations – please see the Employee Handbook for details)*

<p><b><u>Bereavement Leave</u></b></p> <p>Blue Ridge Hospice grants up to five (5) scheduled workdays of paid leave to full-time employees after the death of a member of an employee’s immediate family. Immediate family is a child, spouse, mother, father, brother, sister, or grandparents (including in-laws and anyone living in the household). Blue Ridge Hospice will grant two scheduled workdays of paid leave to full-time employees after the death of an aunt, uncle, nephew or niece.</p> <p><b><u>Paid Holidays</u></b></p> <ol style="list-style-type: none"> <li>1. <b>New Years Day</b></li> <li>2. <b>Apple Blossom Friday</b></li> <li>3. <b>Memorial Day</b></li> <li>4. <b>Independence Day</b></li> <li>5. <b>Labor Day</b></li> <li>6. <b>Thanksgiving Day</b></li> <li>7. <b>Christmas Day</b></li> <li>8. <b>One floating holiday</b> – earned the Wednesday prior to Thanksgiving each year and must be used within 12 months</li> </ol>	<p><b><u>Leaves of Absence</u></b></p> <p>Under special circumstances, an employee may be granted a leave of absence without pay. This type of leave requires approval of the Chief Executive Officer.</p> <p><b><u>Medical Leave</u></b></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><b><u>Personal Leave</u></b></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><b><u>Military Leave</u></b></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. Additionally, eligible employees qualify for Military Family Leave.</p>
<p><b><u>Vacation</u></b></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><b><u>Sick</u></b></p> <p>Ten 8-hour days per year</p>	<p><b><u>Family Medical Leave</u></b></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><b><u>Cafeteria Plan</u></b></p> <p>Blue Ridge Hospice has established a Cafeteria Plan for eligible employees 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. A more detailed description of the Plan and programs is made available to employees prior to the beginning of each calendar year.</p>

**Blue Ridge Hospice – Cont'd**

**Group Insurance Plans**

**Health:** Coverage begins the 1<sup>st</sup> day of the month following day of employment. Comprehensive Medical Plan. Detailed plan description provided upon employment. Blue Ridge Hospice pays 80% of the monthly premium which includes vision; no deductible.

**Dental:** Coverage begins the 1<sup>st</sup> 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). Blue Ridge Hospice pays 80% of the monthly premium.

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

**Life/Accidental Death & Dismemberment:** Coverage begins the 1<sup>st</sup> 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.

**403(b) Retirement Plan**

Blue Ridge Hospice recognizes the importance of saving for retirement, therefore, 1% of your annual salary will be put into an account and will be paid by Blue Ridge Hospice. Please refer to the plan documents for the vesting schedule.

**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. Employees can be partially 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 40 hours of paid leave each calendar year to those who participate in volunteer roles.

**Statutory Benefits**

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

1. Social Security
2. Unemployment Compensation Insurance
3. Worker's Compensation Insurance

**Other Benefits:**

1. AFLAC – employee paid
2. Employee Assistance Program – employer paid
3. Merit Increases
4. Shift Differentials for evenings/weekends
5. Discounts: Coffee Shop and Valley Health Wellness and Fitness Center
6. Voluntary payroll deductions