



## Benefits Snapshot

Benefit *	Description																																																											
<b>Paid Time Off (PTO)</b>	<p>Paid Time Off (PTO) is provided by IRH for employees working 20 hours or more per week. Eligible first day of the month following hire date. Accrual is dependent on the employee's classification, 20-hour part time, 32- hour full time or 40-hour full time. See below-</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;"></th> <th style="width: 20%;"><b>Length of Service</b></th> <th style="width: 20%;"><b>Per Pay Period</b></th> <th style="width: 20%;"><b>Yearly Accrual</b></th> <th style="width: 20%;"><b>Max. Accumulation</b></th> </tr> </thead> <tbody> <tr> <td rowspan="3"><b>20 Hour Part Time Employee</b></td> <td>1-4 years</td> <td>3.85 hours</td> <td>100 hrs.</td> <td>140 hrs.</td> </tr> <tr> <td>5-8 years</td> <td>4.62 hours</td> <td>120 hrs.</td> <td>140 hrs.</td> </tr> <tr> <td>9+ years</td> <td>5.38 hours</td> <td>140 hrs.</td> <td>140 hrs.</td> </tr> <tr> <td colspan="5">*Annual amount during first year of employment less 90-day waiting period. There is a mandatory maximum annual carryover of 56 hours at the beginning of each calendar year</td> </tr> <tr> <td rowspan="3"><b>32 Hour Full Time Employee</b></td> <td>1-4 years</td> <td>6.25 hours</td> <td>162.5 hrs.</td> <td>232 hrs.</td> </tr> <tr> <td>5-8 years</td> <td>7.50 hours</td> <td>195 hrs.</td> <td>232 hrs.</td> </tr> <tr> <td>9+ years</td> <td>8.92 hours</td> <td>232 hrs.</td> <td>232 hrs.</td> </tr> <tr> <td colspan="5">*Annual amount during first year of employment less 90-day waiting period. There is a mandatory maximum annual carryover of 94 hours at the beginning of each calendar year</td> </tr> <tr> <td rowspan="3"><b>40 Hour Full Time Employee</b></td> <td>1-4 years</td> <td>7.69 hours</td> <td>200 hrs.</td> <td>280 hrs.</td> </tr> <tr> <td>5-8 years</td> <td>9.23 hours</td> <td>240 hrs.</td> <td>280 hrs.</td> </tr> <tr> <td>9+ years</td> <td>10.76 hours</td> <td>280 hrs.</td> <td>280 hrs.</td> </tr> <tr> <td colspan="5">There is a maximum annual carryover of 112 hours at the beginning of each calendar year. Available hours above that amount will be automatically paid out at 50% on the next regularly scheduled pay period.</td> </tr> </tbody> </table>		<b>Length of Service</b>	<b>Per Pay Period</b>	<b>Yearly Accrual</b>	<b>Max. Accumulation</b>	<b>20 Hour Part Time Employee</b>	1-4 years	3.85 hours	100 hrs.	140 hrs.	5-8 years	4.62 hours	120 hrs.	140 hrs.	9+ years	5.38 hours	140 hrs.	140 hrs.	*Annual amount during first year of employment less 90-day waiting period. There is a mandatory maximum annual carryover of 56 hours at the beginning of each calendar year					<b>32 Hour Full Time Employee</b>	1-4 years	6.25 hours	162.5 hrs.	232 hrs.	5-8 years	7.50 hours	195 hrs.	232 hrs.	9+ years	8.92 hours	232 hrs.	232 hrs.	*Annual amount during first year of employment less 90-day waiting period. There is a mandatory maximum annual carryover of 94 hours at the beginning of each calendar year					<b>40 Hour Full Time Employee</b>	1-4 years	7.69 hours	200 hrs.	280 hrs.	5-8 years	9.23 hours	240 hrs.	280 hrs.	9+ years	10.76 hours	280 hrs.	280 hrs.	There is a maximum annual carryover of 112 hours at the beginning of each calendar year. Available hours above that amount will be automatically paid out at 50% on the next regularly scheduled pay period.				
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<b>Holidays -Paid</b>	New Year's Day Memorial Day 4 <sup>th</sup> of July Labor Day Thanksgiving Day Day after Thanksgiving Christmas Eve Day Christmas Day Employee's Birthday																																																											
<b>Funeral Leave</b>	3 Days, per occurrence																																																											
<b>Health Insurance</b>	IRH covers 80% of employee premium and 70% of family premium for IRH Health Insurance for those working 30+ hours per week. Eligible first day of the month following hire date.																																																											
<b>Life Insurance</b>	\$15,000 no cost for those working 20+ hrs./week. Eligible first day of the month following hire date.																																																											
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<b>Vision Insurance</b>	Available for purchase for those working 20+ hrs./week. Eligible first day of the month following hire date.																																																											
<b>Long Term Disability Insurance</b>	Your benefit amount is 50% of your monthly earnings (to a maximum of \$5,000) for those working 20+ hrs./week. Eligible first day of the month following hire date.																																																											
<b>Simple Retirement Plan</b>	Hospice will contribute up to 3% of your gross income if donating to Simple IRA after 90 days. Must earn at least \$5,000/year from IRH.																																																											
<b>Education</b>	Hospice allows \$400/year for full time employees and for those approved through the Executive Director. This includes approved conferences, school, seminars, and workshops.																																																											
<b>Professional Licensure</b>	IRH will pay for license renewals for FT & PT employees																																																											

Benefits are subject to change. Please refer to the Personnel Policy Manual for the most current & up-to-date benefit descriptions.  
This is not to be considered a guarantee of benefits.