

VNA – MIDDLESEX EAST
BENEFIT SUMMARY

Program	Eligibility	Benefit
** Vacation	Regular employees scheduled to work 22.5 hours per week or more.	Vacation accrues at the rate of .833 days per month (up to 10 days). Additional vacation time is earned for each year worked up to five (5) years for a total of 15 days. After ten (10) years of service, regular employees are eligible to accrue at a rate of 1.666 days per month (up to 20 days). Visiting Clinical positions including RNs, LPNs, PTs, OTs, PTAs, and COTAs (<i>benefited staff</i>) are eligible to accrue at a rate of 1.25 days per month (up to 15 days). Additional vacation time is earned after 5 years of service at a rate of 1.666 days per month (up to 20 days).
** Holiday	Regular full time and part-time employees; date of hire	Ten (10) paid holidays per year, of which 6 are company-recognized holidays and 4 are flex days. The flex days are to be used one day per calendar quarter.
** Personal Day	Regular employees scheduled to work 22.5 hours per week or more; date of hire	One (1) day per year; must be used within the calendar year. NOTE: Employees hired between January 1 st and June 30 th of the year will be eligible for personal time that year. Employees hired after June 30 th will be eligible for personal time beginning the following year.
** Sick Leave	Regular employees scheduled to work 22.5 hours per week or more; date of hire	Five (5) sick days can be earned each year up to a maximum of 60 days.
** Medical Insurance	Effective the first of the month following a thirty (30) day waiting period for regular employees scheduled to work 22.5 hours per week or more.	Amount of employee's portion varies based on number of hours worked and plan chosen. Medical insurance premiums can be paid with pre-tax dollars offering savings by lowering taxable income.
Dental Insurance	First of the month following a thirty (30) day waiting period for regular employees scheduled to work 22.5 hours per week or more.	Voluntary program; 100% Employee paid. Dental insurance premiums can be paid with pre-tax dollars offering savings by lowering taxable income.
Long Term Disability	First of the month following a six (6) month waiting period for regular staff working at least 30 hours per week.	The VNA absorbs the cost of the premium. Benefits are paid after ninety (90) days of disability at 60% of the employee's salary to a maximum monthly amount of \$5,000
Short Term Disability	Thirty (30) days of employment.	Voluntary program; 100% Employee paid. Covers employee for up to three (3) months of disability. Insurance benefit is up to 60% of pay.
Group Life Insurance	First of the month following a six (6) month waiting period for regular staff working at least 22.5 hours per week.	Coverage at two times the employee's salary up to a maximum of \$200,000. The VNA absorbs the cost of the premium.
Voluntary Insurance programs	Regular employees scheduled to work 22.5 hours per week or more; after thirty (30) days of employment.	Voluntary programs; 100% Employee paid. Options include: Cancer insurance, Additional Life insurance, and Accident coverage.
Flexible Spending Account	First of the month following a thirty (30) day waiting period for regular employees scheduled to work 22.5 hours per week or more.	Employee payroll deductions on pre-tax basis. Maximum of \$2,500 for healthcare account and \$5,000 for dependent care account
403(b) Retirement Plan	Date of Hire for employee contribution. One (1) year of service for the Organization matching contribution.	Employee contributions are made with tax-deferred dollars through payroll deductions. Eligible for VNA match of up to 10%, after one year of employment as a <i>benefited</i> employee. 100% vested after three (3) years of continuous service.
Tuition Reimbursement	One (1) year of employment	Reimbursement up to \$2,500.00 per calendar year per staff member. See specific criteria in policy handbook.
Mileage Reimbursement	Date of Hire	\$.42 per mile paid with each payroll.
Employee Assistance Program (EAP)	All current employees	A confidential professional resource for employees and their family members who may need assistance with any type of personal concern/problem. These services are provided by an EAP provider and are offered at no cost to employees. The EAP can be accessed by calling toll free 1-800-647-9151.

****Benefit pro-rated for part time staff.**

Revised 01/11

NOTE: This information is a summary only and not intended to replace or substitute for the actual policy information. In all cases, where a discrepancy from this document and the actual plan exists, the plan provisions outlined by the insurance company policy will govern. Additionally, in any case where there is a discrepancy between this summary and the policy handbook, the information in the handbook will prevail.