



AMPLA HEALTH HR MANUAL

BENEFITS SUMMARY

This is a summary of the Benefits offered to all regular benefited employees by Ampla Health

PAID TIME OFF (PTO)

Full-time employees earn PTO starting the first pay period of regular employment based on the following schedule:

Completed Years of Service	Weeks of PTO Per Year (Full time)	Factor per Hour for Part-Time benefited Employees
Less than 2 years	4 Weeks (20 working days)	0.07692
3 through 6 full years	5 Weeks (25 working days)	0.09616
7+ years of service	6 Weeks (30 working days)	0.11539

Important points to keep in mind about PTO:

- Completion of a TO request form with two weeks notice is required to use PTO time.
- Supervisor's prior approval is required.
- Employees can earn a maximum of 300 hours (37.50 days) of PTO. Once they reach the maximum, they stop earning PTO until they have used some of their accrued PTO time.
- **Eligible the first of the month following 60 days completion.**

HOLIDAYS

Ampla Health offers nine holidays per year. Part-time employees, with benefits, earn prorated holidays. **Non-exempt employees are eligible the first of the month following 60 days completion.**

BEREAVEMENT

Employees may use up to three days for the death of any family members as described in the employee handbook. **Employees are eligible the first of the month following 60 days completion.**

LONG-TERM SICK LEAVE (LTSL)

Full-time employees earn 2.333 hours of sick time per pay period (7 days a year). Part-time employees earn sick time at the rate of 0.02693 per hour.

- Employees accrue up to 7 days (56 hours) per year.
- Maximum accrual 40 days (320 hours).
- Use of this reserve will be granted for long-term disabilities after any waiting period. Long-term disabilities will be defined as covered under the Family and Medical Leave Act (FMLA), as specified by law.
- **Employees are eligible after 1 year of benefited employment.**

CONTINUING EDUCATION

Ampla Health offers continuing education to its staff subject to the Continuing Education Policy and Procedures. **Employees are eligible after 90 days of benefited employment.**

RETIREMENT

Fully funded by Ampla Health. **Employees will be eligible after 1 year of benefited employment or 1000 hours worked (during plan year).**

403 B (TSA-Tax Shelter Annuity)

Employees have the option to make contribution for their retirement through our Broker. Contact the HR Department for contact information.

EMPLOYEE NAME

EMPLOYEE SIGNATURE

DATE RECEIVED