



## MAPLE MANOR SUMMARY OF BENEFITS

Maple Manor Rehab Center offers a Comprehensive Benefits to all Full-Time employees. Maple Manor also offers Partial Benefits for dedicated Part-Time employees under a 2 year loyalty agreement. This is a cafeteria plan that offers you choices among a variety of benefits to meet your personal needs. A summary of the benefits follows:

- **PAID TIME OFF:** The Paid Time Off Policy (PTO) provides Full-Time and Part-Time employees with paid time away from work. Company pays up to 80 hours of PTO (8 hours per day) for Full-Time employees working a minimum of 35 hours per week. PTO may be used for vacation, personal business, illness, dependent care, or other reasons which require you to be away from work. PTO must be scheduled and approved in advance, except in cases of illness or emergency.
- **PAID HOLIDAYS:** The following are paid holidays. Full-time employees receive 8 hours of pay.
  - Memorial Day
  - Independence Day
  - Labor Day
  - Thanksgiving Day
  - Christmas Day
  - New Year's Day
- **PART-TIME BENEFITS** - for consistent Part-Time employees under a 2 year loyalty agreement, Company will pay you Part-Time Benefits of up to 40 hours of PTO (4 hour per day) and Paid Holidays (4 hours per holiday) for Part-Time employees under a 2 year loyalty agreement working a minimum of 20 hours per week.



- **401K RETIREMENT PLAN:** Full-Time Employees are eligible to join our 401K retirement plan. The Company will match up to 50% of your contributions up to a maximum of 2% of your compensation. A wide range of investment options are offered within our plan. Vesting periods apply.
- **BEREAVEMENT LEAVE:** We offer 48 hours of bereavement time to eligible employees for the death of an immediate family member. We also offer 4 hours of pay to contribute to funeral services or to your family personal needs for any Full-Time employee or Part-Time employee under a 2 year loyalty agreement.
- **HEALTH INSURANCE:** Company offers 3 choices of robust Health Plans with United Health Care Insurance to its Full-Time employees. Company contributes about 65% for the basic single policy and about 50% to all other health plans so everyone can have affordable health insurance, doctor visits, hospitalizations, maternity, and preventative care. Coverage, co-pays and deductibles vary by plan.
- **DENTAL INSURANCE:** Company offers 2 choices of Dental Plans with United Health Care Insurance to its Full-Time employees at a nominal cost so that everyone can have affordable dental insurance, oral exams, cleanings, fillings, x-rays, dental surgery, crowns, bridgework, dentures and preventative care. Coverage, co-pays and deductibles vary by plan.
- **VISION INSURANCE:** Company offers a Vision Plan with United Health Care Insurance to its Full-Time employees at a nominal cost so that everyone can have affordable vision insurance, eye exams, lenses, frames, contacts and preventative care.



- **HEALTH SAVINGS ACCOUNT:** We offer Health Savings Accounts which is a tax-advantaged medical savings account to lower your overall health care costs. Full-time employees may use this special type of savings account that lets you set aside money on a pre-tax basis to pay for your qualified medical expenses. You can use these untaxed dollars to pay for deductibles, copays, coinsurance and other medical expenses.
- **FAMILY MEDICAL LEAVE BENEFITS:** We offer Family Medical Leave for newborn baby, maternity leave, paternity leave, and for care for a family member with a serious health condition, for eligible employees.
- **WORKERS COMPENSATION BENEFITS:** We offer workers compensation for all employees for any work related injuries or illnesses. We cover medical expenses and wage losses to protect employees and to enhance the health and safety to our employees.
- **LIFE AND ACCIDENTAL INSURANCE:** The Company offers life insurance, accidental death and dismemberment insurance. If you elect to purchase this supplemental insurance, you will receive financial protection for you and your family in the event of your death, dismemberment or other disabling injuries.
- **SHORT TERM OR LONG TERM DISABILITY:** The Company offers short-term and long-term disability insurance. If you elect to purchase this supplement insurance, you will receive financial protection for you and your family and your will receive lost earnings if you are unable to work due to an injury, accident, or disability.



- C.N.A. TUITION REIMBURSEMENT:** Eligible Full-Time employees may receive starting at \$500 or more of tuition reimbursement. Part-Time employees under a 2 year loyalty agreement may receive starting at \$250 or more of tuition reimbursement per year. Proper documentation, loan verification and proof of tuition required.
- NURSE TUITION REIMBURSEMENT:** Eligible Full-Time employees may receive starting at \$1,000 or more of tuition reimbursement per year for RN or LPN education expenses. Part-Time employees under a 2 year loyalty agreement may receive starting at \$500 or more of tuition reimbursement per year for RN or LPN education expenses. Proper documentation, loan verification and proof of tuition required.
- EMPLOYEE REFERRAL FEE \$1K -** Any employee may receive a \$1,000 Referral Fee for referring a qualified employee. Employee must be employed by Maple Manor, in good standing, and must complete Referral Bonus Form before prospective applicant contacts Maple Manor. Referral Fee is payable: \$500 for every 1,000 hours worked by prospective applicant.
- EMPLOYEE SIGN ON BONUS \$1K to \$3K:** Any new Full-Time employee may receive a Sign-On Bonus if they are a qualified RN, LPN, CNA with a 2 year loyalty agreement to the Company.

Job Position	Sign-On Bonus	Payable
RN	\$3,000	\$750 for every 1,000 hours worked
LPN	\$2,000	\$500 for every 1,000 hours worked
C.N.A	\$1,000	\$250 for every 1,000 hours worked



- **LOYALTY BONUS \$1K to \$3K:** Any existing Full-Time employee may receive a Loyalty Bonus if they are currently employed and in good standing with Maple Manor as an RN, LPN, CNA, or other position on case-by-base basis by signing a 2 year loyalty agreement.

Job Position	Loyalty Bonus	Payable
RN	\$3,000	\$750 for every 1,000 hours worked
LPN	\$2,000	\$500 for every 1,000 hours worked
C.N.A	\$1,000	\$250 for every 1,000 hours worked
Other Positions	\$1,000	\$250 for every 1,000 hours worked

- **TRAINING:** Company offers orientation, competency trainings, continuous learning and ongoing in-service classes to enhance your knowledge and skills. From time to time, Company offers complimentary CEUs to maintain your license.
- **CONTINUING EDUCATION CONFERENCES AND SEMINARS:** Company supports and encourages attendance of conferences, professional meetings, and seminars as participants or as presenters. Company will reimburse you for select conferences, on a case-by-case basis, approved in advance, and if you present an in-service to your coworkers on what you have learned.



- **APPRECIATION DAY** – is an entire day where we extend our gratitude and appreciation for all of our employees for their service, dedication and hard work. The day concludes with Awards and Recognition Program where all employees receive distinction and special accolades.
- **EMPLOYEE HOLIDAY PARTY AND TALENT SHOW** – every year we host an upscale Holiday Party for all employees and their spouse or significant others. It's a time to dress up and dance the night away. All employees get to compete in a Talent Show which brings down the house. Huge Raffle Prizes such Flat Screens, BBQ grills, and 50/50 Jackpot are given away in appreciation to our amazing staff.

**Note:** This is only a summary of benefits and it is not a contract or promise to pay. All employee benefits are subject to eligibility requirements or other restrictions and they are subject to change anytime and without notice. All employee benefits are also governed by the individual plan contracts as well as the employee handbook. Restrictions apply.