

BENEFITS	WHO IS ELIGIBLE	WHEN ELIGIBLE	WHAT YOU RECEIVE
PAID DAYS OFF	All regular full-time and regular part-time employees	After 90 days	Employees accrue: 0-4 Years–8.83% of hours worked 5-9 Years –11.13% of hours worked 10-14 Years–12.08% of hours worked 14+ Years–13.06% of hours worked Can accrue up to 520 hours Can take up to 80 hours in pay per year
SPECIAL SICK LEAVE	All regular full-time and regular part-time employees	After 90 days	2.68% of hours worked (based on maximum of 80 hours per pay period) Can accrue up to 720 hours
PAID PARENTAL LEAVE	Benefit eligible employees	After 90 days; must be used within 12 weeks of birth	Paid week off is available to both parents employed by Phelps Health. Compliments maternity leave for the birth parent and can be used for birth/adoption of the child.
401K RETIREMENT PLAN	All eligible employees	Auto enrolled after 30 days of employment. Option to opt out available.	Employees may contribute 2-100% of annual salary, pre-tax. After one year of service, as long as employee contributes 2% or greater and works at least 1,000 hours in the year, Phelps Health will equally match the employee contribution up to 6%. Loans available. For new hires, set to auto escalate by 1% annually up to 6%. ROTH, after tax, option available as well.
HEALTH INSURANCE / MEDICAL PLAN	All regular full-time and some regular part-time employees (depends on FTE status)	First of the month following 30 days of employment*	Comprehensive major medical benefit with Rx plan included. PPO and HDHP (High Deductible Health Plan) options available to choose from.
DENTAL PLAN	All regular full-time and some regular part-time employees (depends on FTE status)	First of the month following 30 days of employment*	PPO and Premier network of dental care; covering preventive, basic, major and orthodontia needs.
LIFE INSURANCE WITH AD&D	All regular full-time and regular part-time employees	First of the month following 30 days of employment*	Phelps Health pays for one times an employee's annual salary rounded to the nearest thousand dollars (up to a maximum of \$100,000). Employee can purchase additional supplemental employee, spouse, child and/or dependent coverage.
VISION PLAN RELIANCE MATRIX NATIONWIDE PET INSURANCE ALL STATE IDENTITY PROTECTION	All regular full-time and regular part-time employees	First of the month following 30 days of employment*	100% employee paid. Short-term disability, long-term disability, accident, cancer, hospital plans, specified event policies, long- term care/lifetime benefit, pet insurance and identity protection.
HEALTH SAVINGS ACCOUNT (HSA) AND FLEXIBLE SPENDING ACCOUNTS (FSA): MEDICAL AND DEPENDENT CARE	All regular full-time and regular part-time employees	First of the month following 30 days of employment*	Pre-tax dollars set aside for medical and child-care expenses. HSA or FSA debit card provided with enrollment. Rollover options available.
PRE-PAID LEGAL SERVICES	All regular full-time and regular part-time employees	First of the month following 30 days of employment*	100% employee paid
LYRA HEALTH – EAP/MENTAL HEALTH BENEFIT	All employees, spouses and their dependent children up to age 26 (not required to be benefit eligible)	Upon employment	Eight complimentary sessions, per person, per calendar year. For visits past eight will run through medical benefit for those who carry Phelps Health medical coverage
EDUCATIONAL ASSISTANCE	All regular full-time and regular part-time employees	After 30 days of service	Full-Time - \$4,000 per year Full-Time - Graduate classes- \$5,250 per calendar year Part-Time - \$2,000 per year Part-Time - Graduate classes- \$2,625 per calendar year One Time Certification Annually - \$1000
PHARMACY/CAFETERIA/GIFT SHOP/SCOOTERS/REPEAT BOUTIQUE	All employees	Upon employment	Employees receive a discount. Can be payroll deducted. Coffee and tea are free in the cafeteria.
JURY PAY	All employees	After 90 days of employment	Phelps Health will pay full salary, less jury duty pay.

Phelps Health employees also benefit from military pay and a variety of other discounts. See HR portal for entire list.

***Employees must enroll before end of 30-day entry period.**

Benefits can only be changed during the year within 30 days of a qualifying life event.