

## **BENEFITS**

### **Supplement to Client Handbook: Career Development**

As a full time (40 hours per week) employee, you are eligible for the benefits listed below:

#### **Vacation**

- 10 paid vacation days per year.
- Vacation hours are listed at the bottom of your pay stub.
- Vacation time cannot be used until it is earned.
- Vacation time is taken in 15 minute increments.
- You cannot carry more than 10 days over to the next year.

#### **Sick leave**

- 12 paid sick days per year.
- Sick time hours are listed at the bottom of your pay stub.
- You can not be paid sick leave until it is accrued.
- Sick leave can be used for yourself or an immediate family member who is sick. It can also be used for a medical or dental appointment which cannot be scheduled outside of your work hours.
- Sick leave is taken in 15 minute increments.
- You cannot carry more than 12 sick days over to the next year.

#### **Holidays**

- Six (6) Lifeworks paid holidays.
- If you are on unpaid leave you are not eligible for holiday pay.
- You must either be working your scheduled hours or on a paid leave the day before and after the holiday to receive holiday pay.

#### **Maintaining paid time-off benefits**

A minimum of 40 paid hours per week must be worked to maintain these benefits. This can be a combination of paid time off and working hours. Failure to maintain 40 paid hours per week will result in loss of paid time off benefits.

#### **Working less than 40 hours**

If you work less than 40 hours a week, you must take vacation time to make up the difference.

### **Job Loss**

If you lose your job, you are no longer benefit eligible.

- You will be paid any unused vacation time.
- Unused sick time will not be paid and will no longer be available.

### **Scheduled work hours decrease**

If your scheduled working hours have been decreased to less than 40 hours per week, you are no longer benefit eligible. You will be paid your unused vacation time and you are no longer eligible to use the sick time you have earned.

### **Critical illness / death**

- Up to three days paid leave due to death of an immediate family member.
- Immediate family includes your children, spouse/partner, parents, siblings, grandparents and your spouse/partner's children, parents, siblings, and grandparents.

### **Retirement Program**

You are eligible to participate in Lifeworks Retirement Plan. You can make contributions from your paycheck however, Lifeworks does not make matching contributions. Contact Lifeworks Human Resources department, if interested.

### **Inclement Weather**

- Lifeworks does not close due to inclement weather.
- Lifeworks may not be able to provide transportation in bad weather and rides may be canceled. If your ride is canceled, you have the option of reporting to work by arranging your own transportation.
- Notify your job coach or the business where you work if you feel it necessary to stay home in bad weather.
- If you do not show up for work because of inclement weather, you must use paid vacation for the missed time. If your transportation was cancelled or the business was closed, you may choose to take the day off without pay.