



EMPLOYEE BENEFITS OFFERED

6.1 Vacation

Non-Exempt Full-time employees accrue paid time off/vacation as follows:

After 1 year of service, full-time employees accrue up to 40 hours of paid time off/vacation per year.

After 3 year of service, full-time employees accrue up to 80 hours of paid time off/vacation per year.

After 5 year of service, full-time employees accrue up to 120 hours of paid time off/vacation per year.

Exempt Full-time employees accrue paid time off/vacation as follows:

After 1 year of service, full-time employees accrue up to 80 hours of paid time off/vacation per year.

After 5 year of service, full-time employees accrue up to 120 hours of paid time off/vacation per year.

Part-time regular employees are not eligible for vacation pay.

Commissioned employees are not eligible for vacation pay.

6.2 Sick Leave

Sick time is accrued at a rate of 1 hour for every 30 hours worked.

6.3 Military Leave

Intellis Health proudly grants employees time off of work for service in the uniformed series in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) or who participate in U. S. Armed Forces Reserve or National Guard training programs in accordance with the provisions of the Universal Military Training and Service Act. This a leave of absence is without pay.



6.4 Holidays

The Company recognizes the following **SIX (6) paid federal holidays plus allows TWO**

(2) Flex holidays for all full time employees; however, the Company may decide to

Work on a holiday depending upon job requirements.

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day
- 2 Flex holidays as per Management's discretion

6.5 Jury Duty

In the event that a regular, full-time, eligible employee (after the first of the month following 60 days of employment) is required to serve, the employee will be paid their regular salary.

Subpoenaed Witness Leave

Employees subpoenaed as a witness to testify, assist, or participate in a court hearing will be given an unpaid leave, unless applicable state or local law requires otherwise.

6.6 Voting Leave

If an employee's work schedule interferes with open polling hours, he/she may be eligible to take a reasonable amount of unpaid time off from work to vote, unless applicable state or local law requires otherwise.

6.7 Bereavement Leave

The Company will grant full-time eligible employees (after the first of the month following 60 days of employment) three (3) days of time off without pay due to a death of an immediate family.



6.8 Personal Leave/ Family and Medical Leave

Personal Leave

An employee may request a leave of absence without pay from the Company; however, no employee is guaranteed a leave of absence for up to a maximum of 30 days. Management's approval of a leave of absence request will be based upon business considerations and/or circumstances.

Family and Medical Leave Policy

The Leave Policy

Employees may be entitled to a leave of absence under the Family and Medical Leave Act (FMLA).

II. Entitlements

The FMLA provides eligible employees with a right to leave, applicable health insurance benefits and, with some limited exceptions, job restoration. The FMLA also entitles employees to certain written notices concerning their potential eligibility for and designation of FMLA leave.

A. Basic FMLA Leave Entitlement:

The FMLA provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. **B. Additional Military Family Leave Entitlement (Injured Servicemember Leave**

In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent or next of kin of a **covered servicemember** is entitled to take up 26 weeks of leave during a single 12-month period to care for the servicemember with a serious injury or illness. **C. Intermittent Leave and Reduced Leave Schedules**

FMLA leave usually will be taken for a period of consecutive days, weeks or months. However, employees also are entitled to take FMLA leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member or the serious injury or illness of a covered servicemember.

6.9 Paid Family Leave

Paid Family Leave program provides wage replacement to employees to help them bond with a child, care for a close relative with a serious health condition, or help relieve family pressures when someone is called to active military service.

Employees may be eligible for Paid Family Leave if employed 20 or more hours per week for 26 consecutive weeks and 175 work days.



The Company may allow employees to use available sick or vacation leave for full pay, but employees are not required to use available sick or vacation leave.

Paid Family Leave will phase in over four years, starting January 1, 2018.

Year	Weeks Available	Max % of Employee Average Weekly Wage	Cap % of State Average Weekly Wage
1/1/2018	8	50%	50%
1/1/2019	10	55%	55%
1/1/2020	10	60%	60%
1/1/2021	12	67%	67%

Employees may take the maximum benefit length in any given 52-week period. The maximum benefit is eight weeks during the first year, 10 weeks during the second and third years, and 12 weeks the fourth and subsequent years. The 52-week clock starts on the first day the employee takes Paid Family Leave.

6.10 Workers Compensation

Intellis Health is covered under statutory state workers' compensation laws. Employees who sustain work-related injuries are eligible for workers' compensation benefits. Such benefits are provided at no cost to employees and cover any injury or illness sustained in the course of employment that requires medical treatment.

BENEFITS - Weekly payments in accordance with workers' compensation laws will be made to employees. Medical expenses incurred as a result of an accident or injury which occurred while an employee was on the job will also be compensated for in accordance with workers' compensation laws. Lost time by an employee due to an illness or injury sustained in the course of employment is credited as active service for all Company benefits.