

**YOLO HOSPICE  
SUMMARY OF BENEFITS**

**VACATION**

Full-time employees and part-time employees who are regularly scheduled to work twenty (20) hours per week or more begin to accrue vacation time from their date of hire. Vacation accrues based on hours worked and according to the following schedule:

Years 1 – 3	10 days
Years 4 – 6	15 days
Year 7	16 days
Year 8	17 days
Year 9	18 days
Year 10	19 days
Year 11+	20 days

**SICK LEAVE**

Full-time employees and part-time employees who are regularly scheduled to work twenty (20) hours per week or more begin to accrue sick leave from their date of hire.

**HOLIDAYS**

Nine (9) paid holidays will be given to full-time and part-time employees. Yolo Hospice observes the following holidays:

<i>New Year's Day</i>	<i>Martin Luther King's Birthday</i>	<i>President's Day</i>
<i>Memorial Day</i>	<i>Independence Day – July 4<sup>th</sup></i>	<i>Labor Day</i>
<i>Thanksgiving Day</i>	<i>Friday after Thanksgiving Day</i>	<i>Christmas Day</i>

**MEDICAL/DENTAL/VISION/LIFE INSURANCE**

**Coverage for Full- and Part-Time Employees (Minimum 20 hours a week)**

Yolo Hospice pays 90% of the medical, and 100% of the dental, vision and life insurance premiums for full- and part-time employees who work at least twenty (20) hours a week.

**Dependent Coverage**

Employees must pay 100% for coverage for their dependents. Premiums may be paid through pre-tax payroll deduction.

**Effective Date for Insurance Coverage**

All insurance becomes effective the first of the month following thirty (30) days of employment or eligibility.

### **403(b) RETIREMENT PLAN**

A retirement plan is offered to all employees as of their date of hire. Yolo Hospice will match an employees' contribution up to 3% of all wages paid after the first full year of employment if one thousand (1,000) hours have already been worked in that first year. After an employee has worked for three years for Yolo Hospice, they are fully vested and all dollars contributed by Yolo Hospice on behalf of the employee belong to the employee.

### **EMPLOYEE ASSISTANCE PROGRAM**

An Employee Assistance Program is available to all employees and their families. The EAP offers services including counseling visits, legal services, financial assistance, dependent care referrals, and community resources.