

## **BENEFITS EXPLANATION (Full-Time Employees only)**

### Medical/Dental Plan

An appropriate Medical/Dental plan will be offered to full time employees. Family plans will be offered when necessary. This may be offered at either a cost or no cost to the employee. The owner will make every effort to make these plans cost effective for everyone involved. Cobra benefits may be offered to employees on leave or that are terminated.

### Paid Time Off (PTO)

Time away from work is needed. Any time away from work should be added back to the employee's payroll by using Paid Time Off (PTO). This will take the place of vacation, sick time, bereavement, or any other excused absence. It is the employee's responsibility to request PTO in advanced when possible.

Time will be accrued in the following manner:

- 90 days to 12 month employment: 1.8hrs per pay period
- 12 months-3yr: 3.7hrs per pay period
- 3yrs plus: 5.25 hrs per pay period

In addition, full time employees will be paid 8 hours wages for holidays that fall on an employee's normally scheduled day to work. Holidays include New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas, and employee's birthday. For an employee to be paid for any holiday, the holiday must fall on a day the employee would normally work AND the employee must work either the day before or day after holiday. Example: Employee will not be paid for the holiday if the employee takes vacation the week of the holiday. Holiday must then be paid for out of PTO time.

PTO is given per calendar year and cannot be rolled over. Available PTO for the year is calculated in January, or when a new employee begins accruing PTO. All time should be used, or already approved by the owners, by December 1<sup>st</sup> of each year. Unused PTO may be cashed in, in full. In June, employees may "cash in" up to half of their available PTO. In December, employees may cash in the remaining half of their available PTO. Once you have used all your PTO time for the year, time off will not be approved except in the case of an emergency. Employees are expected to budget their time effectively throughout the year. If you are requesting to be absent for a portion of the work day, please put in a PTO request. Requests should be in thirty-minute intervals.

PTO must be submitted in writing two weeks in advance if possible. If an emergency arises, please contact Brett or Annette as soon as possible to arrange for PTO to be used. PTO will be approved at the discretion of the owners. When requesting PTO, please be considerate of your coworkers and your unique responsibilities. To request time off, to be paid holiday pay for your birthday, or to request a specific day off if you are working Saturday, please complete the PTO form beside the doorway to Brett and Annette's office. They will review the request, add it to the calendar if approved, and pass it along to Cathy.

In the event of long-term medical situations that will require an extended absence from the pharmacy, employees should work with the owners to come to an agreement regarding the use of PTO time.