

Lightways

Hospice and Serious Illness Care



Employee Benefit Summary

Employee Assistance Program

- (EAP) Company - sponsored resource that helps with life challenges
- Guardian provides confidential, professional counseling for personal work-related concerns

Identity Protection Service

- Daily credit bureau monitoring
- Annual credit bureau score
- Score Tracker

Paid Time Off (PTO)

- Full & Part time eligible
- Based on hours worked and length of service (example) full time new hire annualized 40 hour work week
- 17 paid days

Floating Holiday

- (1) company paid day
- Accrual starts 1/1 annually
- Must be used within the calendar year

Spark Day

- (1) company paid day
- All Lightways employees are eligible to receive a Spark Day
- Spark day is given to employees celebrating 1 years, 3 years, 5 years, 10 years, 20 years, 25 years (and every 5 years thereafter)

Observed Company Paid Holidays

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Christmas Day

Bereavement Leave

- Full-time employee
- Part-Time PTO eligible employee
- Event of the death immediate family member up to (3) calendar days granted
- Event of the death extended immediate family member up to (1) calendar days granted

Education Reimbursement

- Full time regular employee (1) year service
- Job related courses up to \$1,500.00
- Seminars up \$300.00

401(K) Plan

- Retirement saving available through Roth or pre-tax payroll deductions
- First 3% matched dollar for dollar
- Next 2% matched .50 cent on the dollar
- Eligible upon hire entry available next quarter after hire date.