

## Retiree Medical

### Bridge to Medicare

Retiring employees who are at least age 62 with 25 years of service may elect to continue their EHP medical plan until they become eligible for Medicare or for a maximum of 36 months under COBRA. This can help bridge the gap in medical insurance for employees, and their spouses, prior to Medicare eligibility at age 65.

## Time-Off Benefits

### Holidays

JHHCG provides you with seven paid holidays each year. You are eligible for the holidays immediately after employment. Part-time employees will be paid for the holidays on a pro-rated basis according to the number of hours you are scheduled to work.

The six observed holidays are:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

For the seventh (7) holiday you are given a choice between Martin Luther King, Jr. Day, Presidents' Day or the Friday after Thanksgiving. You must declare at the beginning of the year which day you want as your 7<sup>th</sup> holiday. If you are a new employee after MLK day you will not be eligible for a 7<sup>th</sup> holiday until January 1<sup>st</sup> of the next year.

### Personal Days

Full time employees receive three (3) personal days during the calendar year, based on the date of hire. During the first year of employment, employees will be eligible for personal days as follows:

Hire date from January 1 to May 31 will be eligible for 3 Personal Days.

Hire date from June 1 to September 30 will be eligible for 1 Personal Day.

### Vacation

The JHHCG provides paid vacations to eligible employees and encourages those employees to take vacations on a regular basis. Vacations, however, may be scheduled by management to assure optimum patient care and efficient operation of the company.

New employees must successfully complete their new hire period before they become eligible to utilize vacation. Regular full-time employees scheduled to work 40 hours per week are eligible for full vacation allotments. Regular part-time employees (those scheduled to work 20 hours or more per week) are eligible for vacation allotments on a pro-rated basis.

Full-Time Vacation Accrual		
Length of Service	Non-Exempt	Exempt
Up to 2 years	10 days / 3.08 hrs bi-wkly	15 days / 4.62 hrs bi-wkly
More than 2 less than 5	13 days/ 4.0 hrs bi-wkly	18 days / 5.54 hrs bi-wkly
More than 5 less than 10	18 days / 5.54 hrs bi-wkly	21 days / 6.46 hrs bi-wkly
More than 10	21 days / 6.46 hrs bi-wkly	27 days / 8.31 hrs bi-wkly

### Sick Time

The Johns Hopkins Home Care Group provides limited paid sick time to eligible employees for those days when they are unable to work because of illness.

- 1. Eligible employees** are those employees who are regularly scheduled to work 20 hours or more per week and who have been employed at JHHCG for at least 90 calendar days.
- 2. Regular full-time employees:** Regular full-time employees accrue sick time at the rate of 2.15 hours per pay up to a maximum of 7 days per year.
- 3. Regular part-time:** Sick time is accrued in the same manner as full-time employees, but on a pro-rated basis, in relation to the regularly scheduled hours.  
Example: An eligible employee who works 30 hours per week will accrue sick time at the rate of 75% of the full-time rate of 2.15 hours which is 1.61 hours per pay (30/40 x 2.15).

In order to receive sick time, an employee must notify his/her supervisor each day of the absence at least one (1) hour prior to the beginning of the shift (or in compliance with departmental procedures).

Your supervisor may require a doctor's certificate prior to approving sick leave for any related absence. If you have been absent due to a contagious illness or out of work on sick leave for 3 or more work days, the Employee Health Office must clear you before returning to work.

The Occupational Health Office is located at 98 N. Broadway, Suite 421, Baltimore, MD 21231. The telephone number is 410-502-5656 / 410-955-6211.

## Other Paid Leave

JHHCG grants other paid leave to employees, once they have completed the 90-day probationary period, as shown on the chart below:

REASON FOR LEAVE	BENEFITS
Death of immediate family member	Up to three days off within one week of death (pro-rated for part-time employees)
Jury duty	Employee receives regular pay
Annual military leave	JHHCG pays difference between regular pay and military pay for up to 10 days once a year

## Family and Medical Leave

The JHHCG also provides unpaid, job-protected leave to eligible employees for certain family and medical leave reasons under the Family and Medical Leave Act (FMLA) of 1993. The FMLA provides 12 weeks for General FMLA Leave, 12 weeks for Military Family Leave: Qualifying Exigency Leave and 26 weeks for Military Family Leave: Caregiver Leave. You are eligible if you have worked for JHHCG for at least 12 months in the last seven years and have been employed for at least 1,250 hours of service during the 12-month period immediately preceding the start of leave. Family Medical Leave runs concurrently with any other paid leave (i.e. short term disability, workers' compensation, vacation, sick, personal or an unpaid absence that qualifies under FMLA). For more information on FMLA, please contact the HR Department at 410-288-8186.

## Other Benefits

### Helping You Pay for Continuing Education for Yourself and Your Dependent Child(ren)

#### Tuition Assistance

If you are a full-time employee, who is regularly scheduled to work 30-40 hours per week, you may be granted educational assistance after 90 days of employment.

To receive reimbursement, you must attend an accredited college, technical school or vocational school. The course must lead to licensure, degree and/or meet the criteria of business necessity (job-required) or operational necessity. Internet courses are also covered under the program as long as they meet the same criteria of non-Internet courses. In this educational partnership, you agree to work for JHHCG for a predetermined period after satisfactory completion of the course(s).

Please note: Upon completion of degree/licensure, you must agree to work for JHHCG for a minimum of one (1) year.

The maximum amount of tuition assistance for eligible employees is \$5,200 per twelve (12) month period. For satisfactory completion of approved course(s), you must receive a "C" or better for undergraduate courses or maintain a "B" average or better for graduate-level courses.