



COMPREHENSIVE HEALTHCARE 2024 EMPLOYEE BENEFIT SUMMARY

Benefit:	Description of Benefit:	Eligibility:	Paid By:
Vacation	Years of Service = Accrual Rate First 2 = 8.33 hrs/mo (12.5 days/yr) After 2 = 10 hrs/mo (15 days/yr) After 5 = 12 hrs/mo (18 days/yr) After 9 = 14 hrs/mo (21days/yr) After 12 = 14.67 hrs/mo (22 days/yr)	First day of employment – Use of accrued leave begins after completion of introductory period	Comprehensive Healthcare
Sick Leave	Accrual begins 1 st day of employment: ~ 8 hours for each full month worked ~ Prorated basis ~ 1 hour for every 40 hours worked	Full-Time Staff Part-Time Staff Intermittent Staff	Comprehensive Healthcare
Paid Holidays	New Year’s Day, Martin Luther King Jr Day, President’s Day, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving Day, Thanksgiving Friday, Christmas Eve, Christmas Day Plus 1 floating holiday	First day of employment After completion of introductory period	Comprehensive Healthcare
Healthcare Coverage	Medical, dental, vision and prescription coverage for employee	First day of month following first day of employment	Comprehensive Healthcare & Employee
Dependent Health Coverage	Medical, dental, vision and prescription coverage for eligible employee dependents	First day of month following first day of employment	Comprehensive Healthcare & Employee

2024 Monthly Employee Premium		2024 Monthly Premium for Dependents				
Full Time Employee	Part Time Employee 30-39hrs/week	Spouse	One Child	Children	Spouse & Child	Spouse & Children
\$45	\$145	\$295	\$185	\$300	\$435	\$535

Premium Only Plan – Tax Sheltered	Allows option of paying for healthcare premiums with pre-tax compensation	First day of month following first day of employment	Comprehensive Healthcare & Employee
Flexible Spending Account Medical & Dependent Care	Allows option of paying for medical and dependent care expenses with pre- tax compensation	First day of month following first day of employment	Employee
Employee Assistance Program	Up to six sessions annually for professional assistance for personal and/or emotional problems; immediate eligibility; dependent family members also eligible	First day of month following first day of employment	Comprehensive Healthcare

Benefit:	Description of Benefit:	Eligibility:	Paid By:
Flu Vaccine	Flu vaccines are offered each fall	All employees and immediate family members who are age 18 and older	Comprehensive Healthcare
Life Insurance	One times base annual earnings up to \$110,000	First of the month following 12 months of employment	Comprehensive Healthcare
Long-Term Disability	Up to 60% of salary paid up to age 65 after 90-day qualifying period	First of the month following 12 months of employment	Comprehensive Healthcare
Supplemental Life Insurance	Up to five times annual earnings for employee; up to \$100,000 without proof of insurability if enrolled within the first 30 days of employment; spouse and child coverage available	First day of employment	Employee
Retirement – Money Purchase Plan	Amount equal to 5% of salary contributed within IRS guidelines; graded vesting schedule	Contributions begin first of the quarter following six months of employment; all staff are eligible	Comprehensive Healthcare
Tax Sheltered Salary Reduction Plan – 403(b)	Voluntary pre-tax (traditional) and post-tax (Roth) long-term savings through payroll deduction; 50% match to contribution up to 4% of compensation (if you contribute 4%, the organization will contribute 2%)	First day of employment enrollment; match begins first of the quarter following six months of employment; all staff are eligible	Comprehensive Healthcare & Employee
Legal Services	Phone consultation and legal advice, completion of a simple-will, document review and additional legal services and referrals	First of the month following the first day of employment	Employee
Tuition Reimbursement	Reimbursement of 50% of tuition costs for agreed upon degree; forgiveness period begins the first of the following month after degree completion	After completion of introductory period	Comprehensive Healthcare
Student Loan Assistance	Payments towards qualifying student loans; no payback or forgiveness period applies	First of the month following first day of employment	Comprehensive Healthcare
Compassion Leave	Up to three days off to attend the funeral (or similar memorial) of an immediate family member	First day of employment	Comprehensive Healthcare
Jury Duty	Compensation equal to the difference between jury duty pay and regular compensation	First day of employment; proof of summons required	Comprehensive Healthcare

The benefits reflected above are available for full-time, benefited employees. Part-time, benefited employees receive benefits on a prorated basis. Intermittent or reduced schedule non-benefited employees are eligible for some, but not all benefits reflected above. Please contact Human Resources (HR@comphc.org) for clarification.