



Paid Time Off (PTO), Holidays and Floating Holidays (FHL):

New employees are eligible upon successful completion of a 90-day introductory period.

▪ **PTO Accrual:**

During this Calendar Year:	Number of PTO hours earned each 2-week pay period:	You will be eligible to earn this much PTO each year:
First Calendar year (Hire date to December 31)	4.00 Hours	104 Hours prorated from hire date, rounded to next highest whole hour
Second Calendar year	4.00 Hours	104 Hours (13 Days)
3 rd and 4 th Calendar years	4.92 Hours	128 Hours (16 Days)
5 th through 9 th Calendar years	6.46 Hours	168 Hours (21 Days)
10 th and Succeeding Calendar years	7.08 Hours	184 Hours (23Days)

▪ **2010 Holidays:**

- New Years Day – Friday, January 1, 2010
- Memorial Day – Monday, May 31, 2010
- Independence Day – Monday, July 5, 2010
- Labor Day – Monday, September 6, 2010
- Thanksgiving Day – Thursday, November 25, 2010
- Christmas Day – Friday, December 24, 2010

▪ **Floating Holidays (FHL):**

- An employee will be credited Floating Holidays based on the month of hire: Jan – Mar Hire: five (5) FHL; Apr – June Hire: three (3) FHL; July – Sept Hire: two (2) FHL; Oct – Dec Hire: zero (0) FHL

Leaves of Absence

Rotech provides the following Leaves of Absence:

- Bereavement Leave
- Family Medical Leave Act (FMLA)
- Military Leave
- Personal Leave of Absence (PLOA)

Rotech Employee Benefits

New employees are eligible upon successful completion of 120 days of continuous employment.

- General Information:

Benefit	Carrier
401k Savings Plan	Principal Financial Group
Medical	UnitedHealthcare
Prescription	Express Scripts
Dental	Delta Dental
Vision	Vision Service Plan
*Employee Assistance Plan (EAP)	United Behavioral Health
Flexible Spending Accounts (FSAs) Health Care Dependent Care	Aliquant
Income Protection Short Term Disability *Long Term Disability	The Hartford
Survivor Protection Supplemental, Spousal, and Dependent Life Insurance *Basic Life *Accidental Death & Dismemberment (AD&D)	The Hartford

**Company Paid Benefits*