



**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:	Maximum # of PTO hours each pay period, based on hours paid:	You will be eligible to earn this much PTO each year:
First Calendar Year (Hire date to December 31)	4.00 Hours (.0556 PTO hour per hours paid)	104 Hours prorated from hire date, rounded to next highest whole hour
Second Calendar Year	4.00 Hours (.0556 PTO hour per hours paid)	104 Hours (13 Days)
3 <sup>rd</sup> and 4 <sup>th</sup> Calendar Years	4.92 Hours (.0683 PTO hour per hours paid)	128 Hours (16 Days)
5 <sup>th</sup> through 9 <sup>th</sup> Calendar Years	6.46 Hours (.0897 PTO hour per hours paid)	168 Hours (21 Days)
10 <sup>th</sup> and Succeeding Calendar Years	7.08 Hours (.0983 PTO hour per hours paid)	184 Hours (23 Days)

2011 Holidays
<ul style="list-style-type: none"> <li>▪ <b>New Years Day:</b> Friday, December 31, 2010</li> <li>▪ <b>Memorial Day:</b> Monday, May 30, 2011</li> <li>▪ <b>Independence Day:</b> Monday, July 4, 2011</li> <li>▪ <b>Labor Day:</b> Monday, September 5, 2011</li> <li>▪ <b>Thanksgiving Day:</b> Thursday, November 24, 2011</li> <li>▪ <b>Christmas Day:</b> Monday, December 26, 2011</li> </ul>

Floating Holidays (FHL)
<p>An employee will be credited Floating Holidays based on the <u>month of hire</u>:</p> <ul style="list-style-type: none"> <li>▪ <b>January 1 – March 31:</b> five (5) FHL</li> <li>▪ <b>April 1 – June 30:</b> three (3) FHL</li> <li>▪ <b>July 1 – September 15:</b> two (2) FHL</li> <li>▪ <b>September 16 – December 31:</b> zero (0) FHL</li> </ul>

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

\*Company Paid Benefits