



## 2017 BENEFIT SUMMARY Part-Time Employees

**Paid Time Off (PTO)** – PTO is accrued on all hours worked up to 40 hours per week commencing upon employment. After 60 days of employment, PTO may be used for vacation, holidays, sick time and personal time. Maximum accrual is 480 hours.

**Life and Accidental Death and Dismemberment (AD&D)** – One times the employee's gross annual earnings up to a maximum of \$150,000.

**Retirement Benefits** – 403(b) Plan managed by Fifth Third Bank. Hillsdale Hospital contributes up to a 3% employer matching contribution following 12 months of services as defined by the Plan. Employees may contribute a percentage up to IRS limits. Must work at least 20 hours per week (.5 FTE) to qualify.

**Voluntary Benefits** – In addition to the above eligible employees may purchase the following voluntary insurance products available through payroll deduction on an after tax basis through select vendors.

- **Accident-Only Insurance** – AFLAC
- **Critical Illness Insurance** - AFLAC
- **Short-Term Disability** - AFLAC
- **Supplemental Life and AD&D Insurance** – UNUM

*This Summary is intended to serve as an easy-to-read explanation. Please refer to the Plan Document and Summary Plan Description for Hillsdale Hospital Employee Benefit Plan(s) that govern actual rights and benefits. This is not a substitute for the Plan Document itself.*