

The Facts

You **will not lose any paid time off** when moving from Community to JPCHC.

- **Clarification:** JPCHC can not **double** your PTO when you come over.
- You will receive a form from your Community leadership to make a choice.

PTO / PTA Accrual

Full – Time Non-Exempt	Days Per Year	Hours Per Pay Period
0 - 4 Years of Service*	20	6.15Hours
5 - 9 Years of Service	25	7.69 Hours
10+ Years of Service	30	9.23 Hours
Part-time Non-Exempt	Prorated	0.0885 Per Hours Worked
Exempt	27	<i>Awarded Annually</i>

* "Service" will be considered completed at the end of the last year of service.

Paid JPCHC Holidays

(no PTO / PTA required)

- **New Years Day**
- **Memorial Day**
- **Independence Day**
- **Labor Day**
- **Thanksgiving Day**
- **Christmas Day**

How do you roll over Or Cash-out PTO?

PAID TIME OFF ELECTION FORM

I understand that, as part of the change in my employment from Community Health Network, Inc. ("Community") to Jane Pauley Community Health Center, Inc. ("Jane Pauley"), I have the option of either (1) receiving a payment from Community for my unused Paid Time Off ("PTO balance"), or (2) carrying over my PTO balance to my employment with Jane Pauley. I understand the carryover option is being provided as a benefit so that I have the opportunity to take paid time off before I have accrued paid time off under Jane Pauley's policies. If I choose to carryover my PTO balance, I understand Jane Pauley will assume the administration of my PTO balance and the carryover will substitute for any payment of my PTO balance with Community.

I voluntarily choose the option marked below:

- Payment for my PTO balance. I understand this payment will be made to me on the payroll date covering my final day of employment with Community.
- Carryover my PTO balance to my employment with Jane Pauley. In making this election, I agree not to seek any payment for my PTO balance from Community and release Community from any claims I may have related to the non-payment of my PTO balance.

Signature

Printed Name

Date

4891-0839-8287.1

- **Option 1:** Cash out all your PTO from Community. Start building PTO at JPCHC.
- **Option 2:** Carry over all your PTO from Community to JPCHC.
- **Note:** It will not be possible to *split PTO* between cash out and carry over.

The Facts

RETENTION BONUS ELIGIBILITY

- **JPCHC very much wants you to stay on the team!**
- When you stay 6 months after the transition, you will receive a **\$500 retention bonus** from JPCHC.
- Community leadership will **match this \$500** for a total of a **\$1,000 retention bonus**.
- Community will pay their \$500 in your last paycheck from them. The \$500 from JPCHC will be paid upon completion of six months at JPCHC.

Anniversary Gift Cards



Annual Anniversary VISA Gift Cards from JPCHC:

**(Seniority carried over from
Community tenure)**

- **0 – 4 years: \$25**
- **5 years: \$50**
- **6-9 years: \$75**
- **10+ years: \$100**

**Thank you for
your time and the
excellent work
you do every day
for patients.**

