



Benefits Summary

VGH is an equal opportunity employer: EOE AA M/F/H/V

****Pre-Employment Drug Test/Physical Required**

Benefit	Description	Eligible Employees	When Eligible	Who pays
Health Insurance (Wellmark)	Comprehensive medical coverage and pharmacy.	Full-time & Part-time 20+ hours weekly	1st of the month following 30 days of hire date	VGH & Employee
Employee Discounted Co-pay and Deductible when using services provided by the hospital (non-HSA plans only)	Services rendered at Virginia Gay Hospital.	ALL employees enrolled in VGH health insurance program	1st of the month following 30 days of hire date	VGH & Employee
Voluntary Dental Insurance (Prime Benefits)	Comprehensive dental coverage.	Full-time & Part-time 20+ hours weekly EXCEPT VGH Travelers	1st of the month following 30 days of hire date	VGH & Employee
Vision Insurance	Options available for employee single and family plans.	Full-time & Part-time 20+ hours weekly EXCEPT VGH Travelers	1st of the month following 30 days of hire date	Employee
Life Insurance (Mutual of Omaha)	Core coverage.	Full-time 32 hours weekly EXCEPT VGH Travelers	1st of the month following 30 days of hire date	VGH
AFLAC	Multiple supplemental policies available. Includes cancer, accident, critical illness, vision, hospital confinement & long-term care.	Full-time & Part-time 20+ hours weekly EXCEPT VGH Travelers	1st of the month following 30 days of hire date	Employee
Flex Spending for Medical & Dental Expenses	Flex spending dollars are pre-tax. Employees may deduct up to the maximum dollar amount allowed by the IRS for medical and dependent care.	Full-time & Part-time 20+ hours weekly EXCEPT VGH Travelers	1st of the month following 30 days of hire date	Employee
Pet Insurance	Options available for both cats and dogs	Full-time & Part-time 20+ hours weekly EXCEPT VGH Travelers	1st of the month following 30 days of hire date	Employee
403(b)	Hospital matches up to 2% of pre-tax contribution based on 1 year of service.	ALL employees	Immediately	VGH & Employee
PTO (Paid Time Off)	Paid time off for vacations. Accruals are based upon paid hours per year. Length of service determines the rate at which the employee will accrue PTO.	ALL Employees, except VGH Travelers	Immediately	VGH



Holiday PTO	Includes New Year's Day, Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas.	Full-time 40 hours weekly EXCEPT VGH Travelers	Immediately	VGH
Personal PTO	Annually, based on VGH Fiscal Year, July 1 – June 30 th , employees will receive (2) additional personal days, paid at 8 hours.	ALL Employees, except VGH Travelers	Per year	VGH
PTO Buy Back Option	A minimum of 40 hours and a maximum of 80 hours PTO may be bought back. Minimum of 320 hours remaining at the time of request. Paid leave hours may be accumulated to a maximum of 480 hours. No additional paid leave will be accrued beyond this maximum.	Full-time & Part-time 20+ hours weekly	Twice per fiscal year	VGH
Bereavement Leave	Paid time off for the death of a family member/close relative, up to (3) days paid.	Full-time & Part-time 20+ hours weekly EXCEPT VGH Travelers	Immediately	VGH
Wellness Program	Employee discount health insurance rate for non-tobacco use. Occasional wellness classes offered.	ALL eligible employees	1st of the month following 60 days of hire date	VGH
Jury Duty	Paid jury duty time when serving.	ALL employees	Immediately	VGH
Worker's Compensation	Insurance coverage for injury that happened while on the job.	ALL employees	Immediately	VGH