

## 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
<b>Health Insurance (Wellmark)</b>	Comprehensive medical coverage and pharmacy.	Full-time & Part-time 20+ hours weekly	1st of the month following 30 days of hire date	VGH & Employee
<b>Employee Discounted Co-pay and Deductible when using services provided by the hospital (non-HSA plans only)</b>	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
<b>Voluntary Dental Insurance (Advantage Administrators)</b>	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
<b>Vision Insurance</b>	Options available for employee single and family plans.	Full-time & Part-time 20+ hours weekly EXCEPT	1st of the month following 30 days of hire date	Employee
<b>Life Insurance (Mutual of Omaha)</b>	Core coverage.	Full-time 32 hours weekly EXCEPT VGH Travelers	1st of the month following 30 days of hire date	VGH
<b>AFLAC</b>	Multiple supplemental policies available. Includes cancer, accident, critical illness, vision, hospital confinement, short term & long-term care.	Full-time & Part-time 20+ hours weekly EXCEPT VGH Travelers	1st of the month following 30 days of hire date	Employee
<b>Flex Spending for Medical &amp; Dental Expenses</b>	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
<b>Pet Insurance</b>	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
<b>403(b)</b>	Hospital matches up to 3% of pre-tax contribution based on 1 year of service.	ALL employees	Immediately	VGH & Employee
<b>PTO (Paid Time Off)</b>	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



<b>Holiday PTO</b>	Includes New Year's Day, Easter (Good Friday), Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas.	Full-time 40 hours weekly EXCEPT VGH Travelers	Immediately	VGH
<b>Personal PTO</b>	Annually, based on VGH Fiscal Year, Amount received at date of hire is as follows: Hired July 1 – December 31, employees will receive 2 personal days, paid at 8 hours. Hired January 1 to March 31, employees will receive 1 personal day paid at 8 hours. Hired April 1 to June 30 will not receive any personal PTO. Personal PTO must be taken at full 8 hours, may not be broken into shorter periods of paid time off. Personal time must be used by the end of the Fiscal Year or forfeited. All current employees are awarded 2 personal days at the beginning of the next fiscal year on July 1 <sup>st</sup> .	ALL Employees EXCEPT VGH Travelers	Immediately pro-rated by hire date	VGH
<b>PTO Buy Back Option</b>	Offered twice per year. See the current handbook for requirements.	Full-time & Part-time 20+ hours weekly	Twice per fiscal year	VGH
<b>Bereavement Leave</b>	Paid time off for the death of a family member/close relative, up to (3) days paid.	Full-time & Part-time 20+ hours	Immediately	VGH
<b>Wellness Program</b>	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
<b>Jury Duty</b>	Paid jury duty time when serving.	ALL employees	Immediately	VGH
<b>Worker's Compensation</b>	Insurance coverage for injury that happened while on the job.	ALL employees	Immediately	VGH

## POLICY:

Benefit Summary\_Handout\_Page 2 of 2: Revised 10/13/2025

1. PTO hours accrue from the first day of employment and are available for use following the first pay cycle.

A Healing *tradition*