

Lakeland Care Benefits Summary

For employees working 30 or more hours per week

HEALTH/DENTAL/VISION INSURANCE

Coverage is available the first of the month following 30 days of employment. All plans are PPO plans and have open enrollment every November for January effective dates.

Health – Preventive care covered at 100%.

Dental – Treatment guarantees for 24 months following service.

Vision – Full service and materials only plans available.

401K RETIREMENT PLAN

Employees at least 18 years old are eligible to participate after 2 months of service. Employer match of 100% on the first 2% deferred and 50% of the next 4% deferred. Fully vested after two years of employment. Auto-enrolled at 6% with automatic increases annually to a max of 10% (ability to modify or opt-out).

BASIC LIFE/AD & D INSURANCE

Coverage is available the first of the month following 60 days of employment. Lakeland Care provides at no cost a benefit of 1.5 times annual salary, with a minimum of \$50,000 of basic life, and 100% of the basic life benefit in AD&D coverage to all employees working 30 or more hours per week.

FLEXIBLE SPENDING

Plans are available on the first of the month following 30 days of employment. Flexible spending allows employees to pay for eligible healthcare and/or dependent care expenses with pretax dollars.

VOLUNTARY LIFE INSURANCE

Coverage is available the first of the month following 60 days of employment. Employees are able to purchase units for themselves, their spouse and children.

Employee: guaranteed \$100,000; option for up to five times their annual salary available to purchase.

Spouse: guaranteed \$25,000; up to \$100,000 available to purchase.

Children: \$1,000, \$2,000, \$4,000, \$5,000 or \$10,000

SHORT-TERM/LONG-TERM DISABILITY

Coverage is available the first of the month following 60 days of employment, at no cost to the employee. short-term replaces 60% of employees' weekly earnings up to a maximum of \$1,000 per week for the first 13 weeks of injury or illness. Long-term replaces 60% of employees' annual earnings up to a maximum of \$5,000 per month following the initial 13 weeks of injury or illness.

LIFE/DISABILITY PLAN ADD-ONS

Value-added services available at no cost to employees: Travel Assistance, Identity Theft Protection and Online Legal and Financial Resource Center including document preparation.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

A full EAP program with unlimited telephonic assessment and up to 5 face-to-face diagnostic and short-term problem resolution sessions.

PAID TIME OFF (PTO)

PTO is available on the date of hire on a pro-rated basis and then annually based on length of service date as noted below. PTO can be used for any time away from work (vacation, sick time, etc.)

Years Completed as of January 1 of Each Year	PTO Days 'Awarded' on January 1 of Each Year
< 1 yr (July - Dec hire)	10 + 5 additional days upon completion of 6 months
< 1 yr (Jan - Jun hire)	15
1 - 4 years	18
5 - 11 years	22
12 - 18 years	27
19 - 23 years	31
24+ years	32



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PAID HOLIDAYS

The nine paid holidays in which Lakeland Care offices are closed: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve.

FLOATING HOLIDAYS

In addition to paid holidays, Lakeland Care offers Floating Holidays to staff, to use at their discretion. These days are similar to PTO days.

FLEX TIME

Employees may occasionally have a need for deviations to their normal schedule. Lakeland Care allows staff to flex time for doctor's appointments, school programs or other needs during a normal work day with supervisor approval.

ALTERNATIVE WORK SCHEDULE

Employees are eligible to participate in an Alternative Work Schedule (AWS) after they successfully complete 90 days of employment.

FUNERAL LEAVE

Employees can immediately utilize funeral leave for missed scheduled work because of time necessary to make arrangements and/or attend the service.

JURY DUTY

Employees are immediately eligible to receive their normal compensation while out of the office to serve on jury duty. Any payment, less mileage, is to be turned in to Lakeland Care.

CASUAL FOR A CAUSE

Lakeland Care supports a variety of local organizations by allowing staff to dress casual or wear jeans on Fridays if they donate to the cause that is being supported that week. Tax information summarizing these charitable donations is distributed at year-end.

GO 365

Go365 is a Wellness Program that provides a fun and easy way to track healthy habits and activities, including obtaining recommended wellness check-ups, immunizations and screenings. Those habits are recognized, and members are rewarded with "Bucks," which have no cash value but can be redeemed in the Go365 Mall for items like gift cards, movie tickets and Go365-compatible fitness devices.

INTERNAL COMMITTEES

Employees have opportunities for voluntary participation on committees that support learning, growth and a positive culture at Lakeland Care.

LINK COMMITTEE

The LINK Committee has a specific purpose to create an environment that values and supports employee engagement by developing internal employee programs and events along with a culture of community involvement for Lakeland Care employees.

EMPLOYEE DISCOUNTS

Employee discount program on cell phone plans, computer purchase program and tuition fees.

COMPENSATION PHILOSOPHY

Lakeland Care will recruit, motivate, and retain dedicated, forward thinking, compassionate and professional employees capable of providing exemplary service to the members we serve through use of the Lakeland Care Guiding Principles. In return, the Lakeland Care will utilize a total compensation system that is market competitive, offers professional development, includes comprehensive benefits and promotes a flexible work environment.

See specific policy or plan documents for details of all benefits listed.