

Additional Employment Benefits

I Employee Handbook

Employee Assistance Program (EAP)

VitalCare provides an in-house Employee Assistance Program (EAP) to support the well-being of our team members. Employees may meet with one of VitalCare's counselors **at no cost** and may schedule **up to three sessions per situation**. If additional or ongoing support is needed, VitalCare will assist with referrals to appropriate outside resources.

Observed Holidays

- New Year's Day
- MLK Jr. Day
- Presidents Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

VitalCare provides paid holidays to eligible employees based on their employment classification.

- Full-time: *Eligible for Paid Holidays*
- Guaranteed Hours (Tier 2 and 3): *Eligible for Paid Holidays*
- PRN and Guaranteed Hours (Tier 1): *Not eligible for Paid Holidays*

Personal Time Off

Personal time is offered to eligible employees based on their Job Classification.

- Full-time Exempt: *Eligible to accrue Personal Time Off*
- Guaranteed Hours (Tier 1, 2 and 3): *Eligible to accrue Personal Time Off*
- PRN: *Not eligible to accrue Personal Time Off*

Please refer to your employee handbook for more details.

Employee Massage Benefit

Effective January 1, 2026, employees will have access to on-site massage services at a rate of **\$20 per 15-minute session increment**. Session length and structure will be determined by the licensed massage therapist based on individual needs and availability.

Referral Bonus

VitalCare offers a referral bonus to existing employees. When you refer someone that VitalCare hires, you can receive up to a \$300 bonus. You will earn \$150 when your referral attends New Hire Orientation and another \$150 when they complete 6 months of employment.

