

BENEFIT ELIGIBILITY

The following designations are assigned by management and each employee shall be classified in one of the following categories:

Regular Full-Time Executive Exempt Employees are eligible for most benefits in this handbook on the first day of the month following date of hire.

Regular Full-Time Employees are those employees who work 38-40 hours per week and are eligible for most benefits described in this handbook on the first day of the month following sixty days of employment.

Regular Part-Time Employees are those employees who work at least 30 hours per week but less than 38 hours per week are eligible for health insurance benefits on the first day of the month following sixty days of employment.

Per Diem Employees are those employees who work only as needed or are called in. These employees are generally not eligible for benefits, with the exception of any of the additional voluntary benefits offered like the 403b retirement plan.

The Company retains the sole discretion to determine issues of eligibility or interpretation of the terms and provision of all Company benefit programs. Details about benefits and benefit eligibility are available from the Human Resource Department.

MEDICAL, DENTAL AND VISION INSURANCE

Promesa Behavioral Health currently offers medical, dental and vision insurance to regular full and part-time employees. Once eligible and enrollment is completed, your election is generally fixed for the remainder of the plan year. However, if you undergo a change in family status or other qualifying event (as defined in Plan Document) you may make a mid-year change in coverage, provided you do so within thirty days from date of change. During Open Enrollment each year you are free to change your coverage elections for the following year, whether or not you have a change in family status.

The Human Resource Department will notify and assist you in making the necessary arrangement for enrollment. A complete description of the plans is provided to employees during benefit enrollment meetings, through Summary Plan Descriptions and appropriate supplements.

GROUP LIFE INSURANCE

The Company offers full-time employees an employer-paid Term Life policy along with an accidental death and dismemberment policy. See the Human Resource Department for further details.

LONG TERM DISABILITY

Promesa Behavioral Health offers full-time employees a non-contributory Long Term Disability (LTD) plan. The plan provides for monthly LTD benefits as detailed in the plan description.

RETIREMENT PLANS

A 403(b) Tax Sheltered Annuity Program. This is a voluntary, employee-directed pre-tax payroll deduction allowing you to contribute on your own behalf to a retirement savings plan under the provisions of Section 403(b) of the Internal Revenue Code. This retirement savings plan is available to all Promesa Behavioral Health employees upon date of hire

Profit Sharing Plan

This is a non-contributory plan. Each year a contribution percentage is declared and eligible employees receive the employer contribution based on salary. An account will be established in your name and you will receive quarterly statements. You are fully vested after six years of employment. You must have worked with the Company one year and a minimum of 1,000 hours per year to be eligible for this program.