



ODYSSEY HOUSE
A NON-PROFIT

BENEFITS HANDBOOK

WE ARE RECOVERY

Odyssey House is committed to offering a robust and competitive rewards program. While our full-time employees enjoy access to our complete comprehensive benefits package, part-time employees are also eligible to participate in select company plans.

As you review this guide, remember that you don't have to figure it out alone. If you have any questions about plan features, eligibility criteria, or the enrollment process, please reach out to the **People Team**.



BENEFITS BREAKDOWN

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1) Go into Paylocity. 2) On the left side menu, scroll down to Employee Navigator. 3) Follow the enrollment process to enroll in benefits, add dependents, and verify your beneficiaries are up to date.				
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BENEFITS CALENDAR

WHEN CAN YOU ENROLL IN BENEFITS?



NEW HIRE

Enroll within your new-hire window

Enroll on Employee Navigator

CLOSELY REVIEW YOUR OPTIONS AS A NEW HIRE

- The benefits you select become effective on the first of the month following 30 days from your date of hire.
- Some benefits include special enrollment opportunities that are only available when you first enroll, so don't miss out.



OPEN ENROLLMENT

Enroll during the annual benefits Open Enrollment period.

Enroll on Employee Navigator

YOUR ANNUAL OPPORTUNITY TO REVIEW AND CHANGE YOUR BENEFITS

- Typically held in the summer.
- The benefits you select become effective on 8/1



QUALIFYING LIFE EVENT

Enroll within 30 days of a qualifying life event.

Contact The People Team

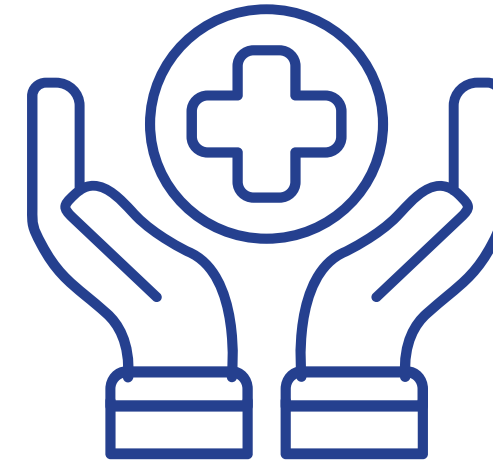
“QUALIFYING LIFE EVENTS” ALLOW YOU TO MAKE A MID-YEAR BENEFIT CHANGE

Examples include

- Marriage or divorce
- Birth or adoption of child
- You and/or your dependents become eligible or lose coverage with another group health plan
- Spouse's open enrollment
- Change in work status (part-time to full-time)

HEALTH BENEFITS





MEDICAL BENEFITS

CHOOSE YOUR PLAN

Medical benefits are provided through Regence BlueCross BlueShield of Utah. Employees can choose between two levels of medical coverage depending on their network preferences:

- **FOCAL POINT PLAN:** Features a more select, localized provider network, resulting in lower monthly premium costs out of your paycheck.
- **VALUE CARE PLAN:** Features a broader, comprehensive network of providers, offering greater choice in exchange for a higher monthly premium.

	6000 PPO	7000 PPO
NETWORK	FOCAL POINT	VALUE CARE
DEDUCTIBLE	\$6,000/\$12,000	\$7,000/\$14,000
DEDUCTIBLE W/ PREMIUM SAVER <i>(Included with medical plan)</i>	\$2,000/\$4,000	\$3,000/\$6,000
COINSURANCE MEMBER PAYS/PLAN PAYS	20%/80%	20%/80%
OUT OF POCKET MAX INDIVIDUAL/FAMILY	\$9,200/\$18,400	\$9,200/\$18,400
OUT OF POCKET MAX W/ PREMIUM SAVER <i>(included with medical plan)</i>	\$5,200/\$10,400	\$5,200/\$10,400

WHAT YOU PAY TO SEE A DOCTOR		
PREVENTATIVE CARE	No Charge	No Charge
PRIMARY/SPECIALIST	\$25/\$45	\$25/\$45
VIRTUAL VISITS	\$25 Copay	\$25 Copay
URGENT CARE	\$45 Copay	\$45 Copay
EMERGENCY ROOM	\$150 + 20% after deductible	\$150 + 20% after deductible

WHAT YOU PAY FOR HOSPITAL SERVICES		
INPATIENT SURGERY	20% after deductible	20% after deductible
CHILDBIRTH	20% after deductible	20% after deductible

WHAT YOU PAY FOR TESTS & LAB WORK		
MINOR LABS & BLOOD WORK	No Charge	No Charge
IMAGING (MRI, CT SCANS)	20% after deductible	20% after deductible

WHAT YOU PAY FOR PRESCRIPTION DRUGS		
PREFERRED GENERIC	\$10	\$10
NON PREFERRED GENERIC	25%	25%
PREFERRED BRAND	35%	35%
NON PREFERRED BRAND	50%	50%
PREFERRED SPECIALTY	40%	40%
SPECIALTY	50%	50%

WHAT YOU PAY PER PAYCHECK		
EMPLOYEE	\$25	\$62
EMPLOYEE + SPOUSE	\$142	\$220
EMPLOYEE + CHILD	\$131	\$209
EMPLOYEE + CHILDREN	\$133	\$209
FAMILY	\$231	\$343



WHO CAN BE COVERED?

You can choose the level of coverage that best fits your household needs. Eligible enrollment tiers include:

- **EMPLOYEE ONLY:** Covers you as the employee.
- **EMPLOYEE + SPOUSE / DOMESTIC PARTNER:** Covers you and your spouse or registered domestic partner.
- **EMPLOYEE + CHILD(REN):** Covers you and your eligible dependent child(ren).
- **FAMILY:** Covers you, your spouse or domestic partner, and your dependent child(ren).

HOW DO I FIND PROVIDERS?

To locate an in-network provider, utilize the provider directory tool on the Regence website or call the Member Services number listed on the back of your insurance care.

- **RECEIVING YOUR ID CARDS**
Regence will mail your physical member ID cards within 30 days of your @ successful enrollment.
- **NEED CARE IMMEDIATELY?**
You do not have to wait for your physical card to arrive to see a doctor. Visit www.regence.com to create your online member account. From there, you can view, download, or print a digital copy of your insurance card to use right away.



PREMIUM SAVER

The AmFirst Insurance Company Premium Saver Plan is an employer-sponsored group supplemental (secondary) insurance policy—and it is **100% paid for by Odyssey House!**

This plan is provided at absolutely zero cost to you. It is designed specifically to help minimize your out-of-pocket medical expenses by working in tandem with your primary medical plan to cover your deductibles and co-insurance.

ENROLLMENT & COST

- **AUTOMATIC ENROLLMENT:** This secondary coverage is completely integrated with our primary health insurance. When you enroll in an Odyssey House primary medical plan, you will automatically be enrolled in the corresponding Premium Saver plan.
- **INCLUDED BENEFIT:** This supplemental coverage is automatically included as part of your primary medical insurance selection.

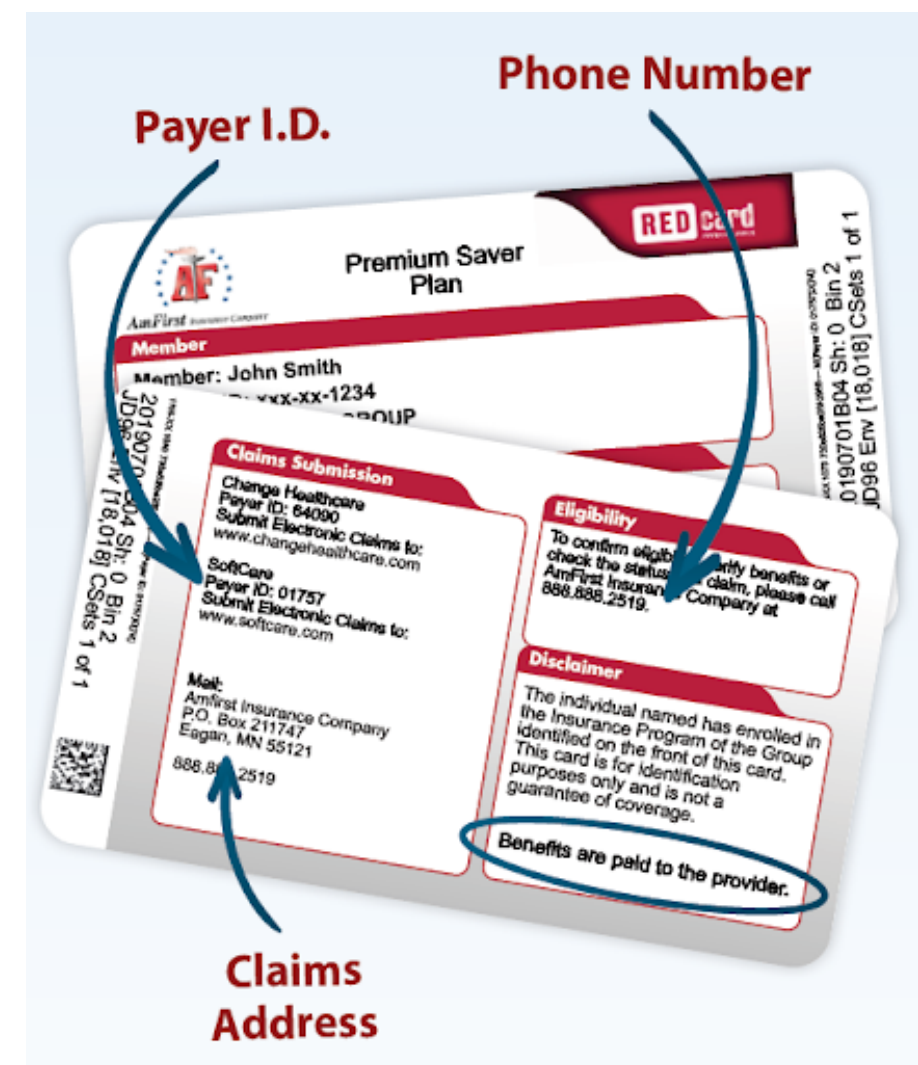
WHAT IS COVERED?

The Premium Saver plan covers **all eligible medical expenses** that are covered under your major medical plan, with only a few specific exclusions.

PLAN EXCLUSIONS (WHAT YOU PAY)

The following expenses are not covered by the Premium Saver plan. For these services, you will pay your standard copay or coinsurance directly through your primary Regence medical plan:

- **OFFICE VISITS:** Professional fees incurred at a doctor's office or medical clinic.
- **PRESCRIPTION DRUGS:** Outpatient prescription medications.



PRESCRIPTION COVERAGE NOTE: Please refer to your **Regence Benefit Summary** for detailed information on prescription drug tiers, copays, and coinsurance amounts.



HOW DO I USE PREMIUM SAVER?

The employee simply presents their primary and secondary insurance cards every time they see their provider. The provider and insurance carriers do all the work and the member pays the final bill.

This is called the Two-Card System!

1

MEMBER SHOWS BOTH CARDS

Gives both primary & secondary cards every time they see a provider.



3

PROVIDER FILES THE CLAIM

Once the provider has received the major medical's EOB, the provider will submit the claim to the secondary insurance carrier by filing electronically or by paper.

2

PROVIDER VERIFICATION

Verifies coverage with both insurance carriers.

4

PREMIUM SAVER PAYS PROVIDER

Secondary insurance carrier processes claim and sends payment & EOB to the provider. A copy of the EOB will also be sent to the member.





DENTAL INSURANCE

HOW CAN I LEARN MORE ABOUT MY PLAN?

For a complete list of covered benefits please refer to Employee Navigator for plan information. You can also contact Member Services at 1 (888) 422-1995 or visit EMIdental.com.

EMI PPO MAC

	IN-NETWORK	OUT-OF-NETWORK
Type 1 - Preventive Oral Exams, Cleanings, Bitewing X-rays, Fluoride, Sealants, Space Maintainers	100%	100% up to MAC
Type 2 - Basic Fillings, Endodontics, Periodontics, Simple Extractions, Oral Surgery	80%	80% up to MAC*
Type 3 - Major Crowns, Bridges, Prosthodontics	50%	50% up to MAC*
Type 4 - Orthodontics	50%	50%
Adult Orthodontics	50%	50%
WAITING PERIODS		
Type 2 - Basic	None	
Type 3 - Major	12 Month Waiting Period	
Type 4 - orthodontics	12 Month Waiting Period	
DEDUCTIBLE In and Out of Network Deductibles are Combined		
Per Person	\$50.00	
Family Max	\$150.00	
Deductible Applies To	Type 2 & Type 3	
NETWORK / REIMBURSEMENT SCHEDULE	TDA PPO MAC*	
What you pay per pay-check		
Employee	\$0.85	
Employee + Spouse	\$4.18	
Employee + Child	\$4.35	
Family	\$8.49	

*PROVISIONS / LIMITATIONS / EXCLUSIONS

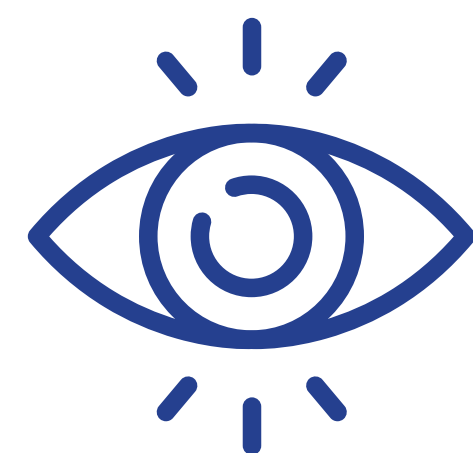
Exams (including Periodontal), Cleanings	2 per plan year
Fluoride	1 per plan. Dependent children age 18 and under
Sealants	1 per molar, ages 6-16
Space Maintainers	Up to age 16
Bitewing X-Rays	2 per plan year
Periapical X-Ray	No Frequency
Panoramic X-Ray	1 every 3 years
Impacted Teeth	Covered in Type 2 - Basic
Anesthesia - (Limited to surgical procedures only)	Covered in Type 2 - Basic
Implants / Implant Abutments	Over age 16, 1 per 10 yrs
Crowns, Pontics, Abutments, Onlays and Dentures	1 every 5 years per tooth
Fillings on the same surface	1 every 24 months



VISION INSURANCE

Odyssey House offers a comprehensive, managed vision care program through VSP. This plan is designed to provide you with exceptional quality, value, and the flexibility to choose your providers.

- **ELIGIBILITY:** This is a standalone benefit available to all employees and their eligible dependents.
- **PROVIDER NETWORK:** Enjoy an unlimited choice of vision care providers to best suit your needs.
- **AFFORDABILITY:** This premium vision coverage is offered at a highly affordable rate to help you and your family maintain optimal eye health.



NETWORK	VSP CHOICE PLUS	
	IN-NETWORK	OUT-OF-NETWORK
Well Vision Exam	\$10 Co-pay	\$Up to \$65
LENSES (GLASS OR PLASTIC)		
Single Vision	\$10 Co-pay	Up to \$30
Lined Bifocal	\$10 Co-pay	Up to \$50
Lined Trifocals	\$10 Co-pay	Up to \$65
Lenticular	\$10 Co-pay	Up to \$100
LENS OPTIONS		
Progressive (Standard no-line)	\$0 Co-pay	Up to \$50 (In lieu of Lined Bifocal reimbursement)
Premium Progressive Options	\$95-\$105 Co-pay	
Custom Progressive Options	\$150-\$175 Co-pay	
Plastic Gradient Dye	\$17 Co-pay	N/A
Solid Plastic Dye	\$15 Co-pay	
Photochromic Lenses	\$75 Co-pay	
Polycarbonate for Adults	\$31 Co-pay/\$35 Co-pay Multi	
Polycarbonate for Children (under 18)	\$0 Co-pay	
COATINGS		
Scratch Resistant Coating	\$17 Co-pay	N/A
Anti-Reflective Coating	\$41 Co-pay	
UV Protection	\$16 Co-pay	
Additional Lens Enhancements	Up to 25% Discount	
FRAMES		
Allowance Based on Retail Pricing	\$130 Allowance at any VSP doctor or \$70 at Costco, Sam's Club, or Walmart	Up to \$80
Additional Pairs of Glasses	Up to 20% Off Retail	N/A
ELECTIVE CONTACT LENSES IN LIEU OF FRAME & LENSES		
Elective contact lens fitting, evaluation services and prescription contact lenses are covered up to plan allowance. 15% discount given off contact lens fitting and evaluation services, excluding materials	\$130 Allowance	Up to \$115
FREQUENCY		
Exams, Lenses, Frame or Contacts	Every 12 Months	
REFRACTIVE SURGERY		
LASIK	Up to \$500 in Savings	Not Covered
WHAT YOU PAY PER PAY-CHECK		
Employee	\$3.10	
Employee + Spouse	\$6.00	
Employee + Child	\$7.65	
Family	\$10.00	

TIPS FOR SAVING ON YOUR HEALTHCARE NEEDS

1 SAVE THE EMERGENCY ROOM FOR TRUE EMERGENCIES
Only visit the emergency room if you have a life- or limb-threatening emergency. If you need care when your doctor's office is closed, check your area for an urgent care location or use virtual care instead.

2 USE IN-NETWORK PROVIDERS
Your medical, dental and vision costs increase greatly when you visit a provider who is not in your plan's network. Always confirm your provider is in your network, especially when being referred to another provider or facility for service.

3 GET YOUR ANNUAL CHECKUP
You and your dependents should visit the doctor annually for health screenings and tests. Your plan covers preventative services at 100%.

4 CHOOSE GENERIC PRESCRIPTIONS
Ask your doctor or pharmacist to give your generic prescriptions instead of brand name. Generic drugs are cheaper and just as effective.

5 SHOP AROUND TO FIND THE BEST PRESCRIPTION PRICES
It can pay to be a savvy shopper. Drug comparison tools like GoodRX.com and SingleCare.com can help you find the lowest cost for medication near you.
Note: GoodRX and Single Care also offer discount cards and coupons, which can provide additional savings. However, you will not receive credit toward your plan deductible or out-of-pocket maximum if you use them. Talk to your doctor and pharmacist to determine the best options for you.

6 TAKE ADVANTAGE OF THE MAIL-ORDER PHARMACY PROGRAM
Save time and money by using the mail-order prescription drug program for your maintenance prescriptions. ExpressScripts is the company Regence uses. Employees will need to create an account in order to use it.



FINANCIAL BENEFITS



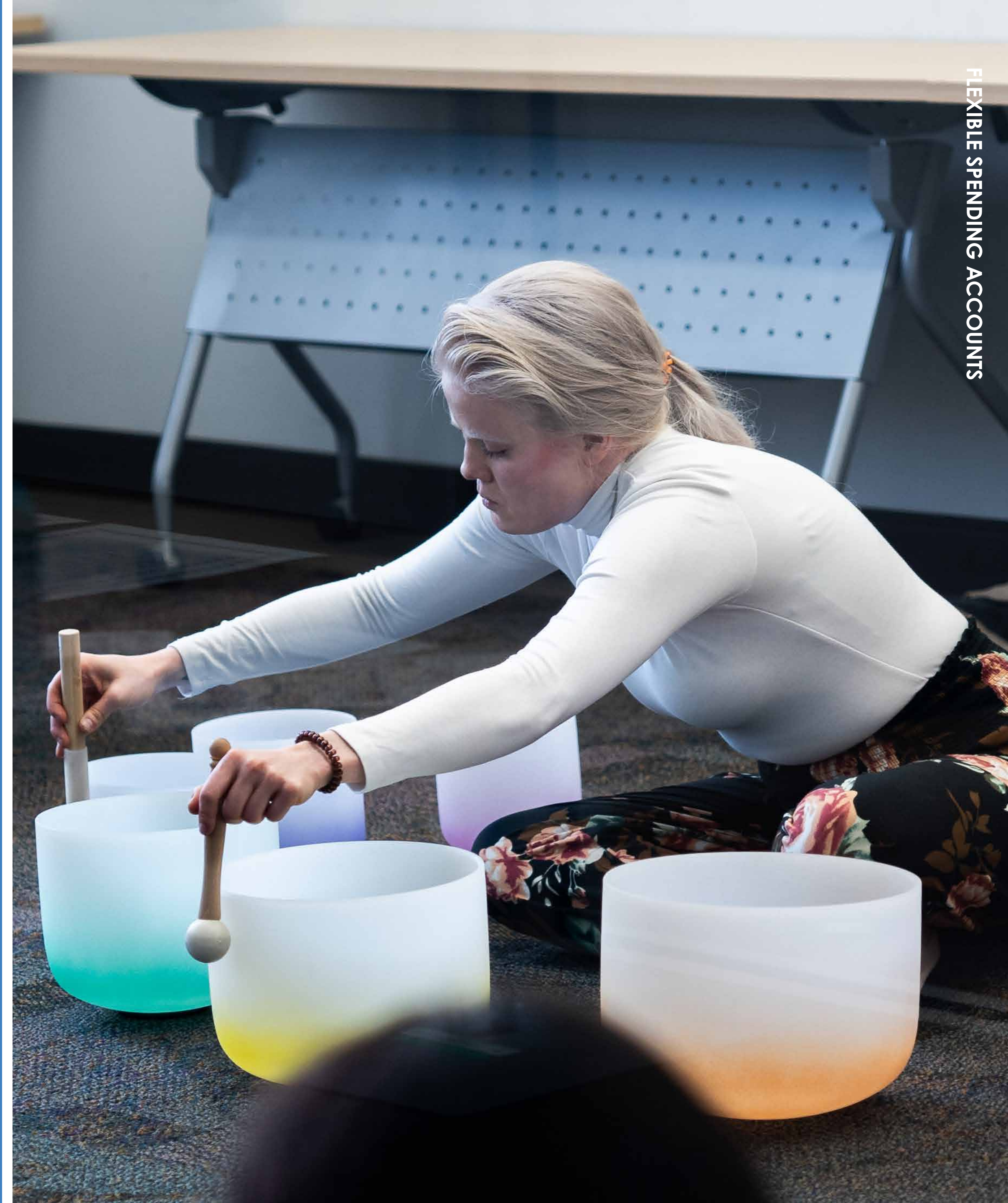
FLEXIBLE SPENDING ACCOUNTS

Odyssey House offers a Flexible Spending Account (FSA) program administered through TASC, allowing interested employees to pay for predictable healthcare and daycare expenses using pre-tax dollars. By contributing to an FSA, you reduce your taxable income, effectively saving money on eligible out-of-pocket costs. Participating employees are responsible for a monthly administrative fee.

IRS ELECTION RESTRICTIONS

Once the plan year begins in August, your election remains fixed. Under IRS Section 125 rules, adjustments to your contribution amount are strictly prohibited unless you experience a qualifying life event, such as:

- A change in health insurance premiums.
- A change in family status (e.g. marriage, divorce, birth, or adoption).
- A job-related income or status change that alters benefit eligibility.



FSA LIMITATION & CARRYOVER POLICY

Contributions to your Flexible Spending Account are restricted by yearly IRS limitations. We highly encourage you to review the current plan documents during enrollment to verify specific account maximums.

Per IRS rules, FSA funds must be spent within the designated plan year. However, to protect your hard-earned money from the standard “use-it-or-lose-it” penalty, Odyssey House allows participants to carry over up to \$680 in unused funds to use during the following plan year. Any leftover funds exceeding \$680 will be forfeited at the end of the year.

DEPENDENT CARE FSA & TASC CARD USE

Employees may elect to contribute pre-tax dollars to a Dependent Care FSA to pay for eligible daycare and childcare expenses. Please note that federal guidelines strictly require childcare services to be fully rendered before they are eligible for reimbursement. To comply with these rules, you may use your **TASC debit card** to pay your childcare provider directly at the end of each month, provided the funds have accumulated in your account via regular payroll deductions. Certain terms and conditions apply. Please review your plan documents during enrollment or reach out to the People Team with any questions.

UTILIZING YOUR HEALTHCARE FSA FUNDS

If you elect to participate in the Healthcare FSA, you can use your pre-tax funds to cover an array of eligible out-of-pocket medical and dental expenses. These funds are typically applied throughout the plan year toward health insurance deductibles and coinsurance, dental treatments, orthodontic care, and comprehensive eye care (including glasses and contact lenses). Certain IRS guidelines and conditions apply; please refer to your detailed plan documents for full compliance parameters.



Flexible Spending Accounts (FSAs) allow you to set aside money from your paycheck to pay for eligible healthcare and dependent care expenses with tax-free dollars. By participating in an FSA, you can reduce your tax income and enjoy 20-30% savings on expenses you are already paying!

HOW IT WORKS

1

Estimate your expenses and decide how much you want to contribute.

2

Your contributions are deducted each paycheck before taxes are applied and set aside in your FSA.

3

During the year, use your FSA debit card to pay for eligible expenses or reimburse yourself from your account.

ESTIMATE CAREFULLY!

FSAs are “**use it or lose it**” accounts. That means any money at the end of the year is forfeited, so only contribute what you know you will spend in the year. The one exception to the “use it or lose it” rule is \$680 rollover allowance on the Healthcare FSA, which allows you a little extra flexibility to spend down your balance.

ACCOUNT	USE FOR	ANNUAL CONTRIBUTION LIMIT
HEALTHCARE FSA	Medical, dental, and vision expenses for yourself. Your spouse and your dependent children. See what’s eligible at fsastore.com/fsa-eligibility-list .	<p>\$3,400</p> <ul style="list-style-type: none"> • All funds are immediately available to you at the beginning of the year • You may roll over up to \$680 of unused funds into the following plan year
DEPENDENT CARE FSA	Dependent care expenses for a dependent parent or a child under age 13 that allow that you to go to work. (Ex. Daycare, day camp, after school programs.)	<p>\$7,500 per household (or \$3750 if married and filing separate tax returns)</p> <ul style="list-style-type: none"> • Funds are available as they are contributed • No rollover permitted



BASIC LIFE & DISABILITY INSURANCE

Odyssey House provides life insurance benefits at no cost to full-time employees. This plan is provided through OneAmerica and is a Group Term life insurance policy. Group Term Life continues to be one of the most important and best values of all employee benefits. For many employees, Group Term Life insurance is the only life insurance they have. Our package offers 2 and a half times the employee's salary.

DISABILITY INSURANCE

Odyssey House provides full-time employees with comprehensive accident, accidental death & dismemberment (AD&D), and short- and long-term disability insurance benefits. These programs are paid 100% by Odyssey House, meaning employees are automatically covered upon meeting eligibility guidelines without needing to manually opt in during annual enrollment.

Our **Short-Term Disability (STD)** benefit replaces 66.67% of your regular salary for a maximum duration of 12 weeks. If an illness or injury extends past this window, our **Long-Term Disability (LTD)** policy takes effect, replacing 60% of your pre-disability monthly earnings. The maximum benefit duration for long-term claims is determined by your age at the onset of the disability. Please cross-reference your official policy documents or reach out to the People Team for comprehensive plan definitions.



SUPPLEMENTAL INSURANCE

Odyssey House provides options for additional coverage for accident insurance, hospital insurance, and critical illness insurance. Please refer to plan documents during enrollment for more information.





VOLUNTARY TERM LIFE INSURANCE WITH LONG-TERM CARE (LTC)

Odyssey House offers **LifeTime Benefit Term** through CHUBB to help protect you and your family if you are no longer able to provide for them.

From everyday bills like mortgage payments, childcare, and credit cards, to long-term goals like college tuition, household expenses can add up quickly. Furthermore, very few families can afford the high cost of a nursing home or assisted living care without financial assistance. This benefit is designed to bridge that gap, offering flexible protection that takes care of your family if you pass away—or helps support you while you are living if you require long-term care.

HOW THE BENEFIT WORKS

You have complete flexibility in how this coverage supports you and your family. It functions in two major ways:

1. AS LIFE INSURANCE (DEATH BENEFIT)

If you pass away, the plan pays a cash benefit directly to your beneficiaries. They can use this money any way they choose, most commonly for:

- Mortgage or rent payments
- Replacing lost income and covering day-to-day household expenses
- Paying off credit card or family debt
- Funding education for children and grandchildren
- Covering funeral and final expenses

2. FOR LIVING LONG-TERM CARE (LTC) BENEFITS

If you become chronically ill and require long-term care (such as home healthcare, assisted living, or nursing home care), the plan pays a living benefit directly to you:

- **MONTHLY INCOME:** You will receive 4% of your total death benefit each month you receive care, which you can spend however you see fit.
- **PREMIUM WAIVER:** While you are receiving LTC benefits, your life insurance premiums are completely waived.
- **THE MATH:** Your total death benefit reduces proportionately each month you receive LTC payments. After 25 months, the death benefit reaches zero.



TUITION REIMBURSEMENT

Odyssey House is dedicated to promoting professional advancement among its full-time staff to enhance client service quality, enrich team morale, and support employee retention. To achieve this, full-time personnel are eligible to receive tuition reimbursement of up to \$3,000 per semester, up to a strict annual maximum of \$9,000. Please note that participation in this program is discretionary and **requires a minimum of one year of continuous employment along with prior written approval** from your Program Director.

SERVICE AGREEMENT & TAX CONSIDERATIONS

To secure this benefit, participating employees must execute a three-year employment commitment with the company upon the successful conferral of their degree or certification. Per IRS guidelines, the initial \$5,250 of tuition assistance provided within a calendar year is treated as a non-taxable fringe benefit. Any educational assistance exceeding \$5,250, up to the corporate limit of \$9,000, will be processed as taxable compensation and subjected to regular income tax withholdings.



UP TO \$3,000 PER SEMESTER



\$9,000 PER YEAR

403(B) RETIREMENT PLAN

As a nonprofit organization, Odyssey House offers employees the opportunity to save for retirement through a 403(b) Retirement Plan. Employees may contribute through traditional pre-tax contributions, Roth after-tax contributions, or a combination of both, providing flexibility to meet individual retirement goals. The plan is administered by Principal, giving participants access to online account management tools, investment resources, and educational materials. In addition, employees have access to retirement planning resources and personalized guidance through Two West Advisors to help them make informed decisions about their financial future.

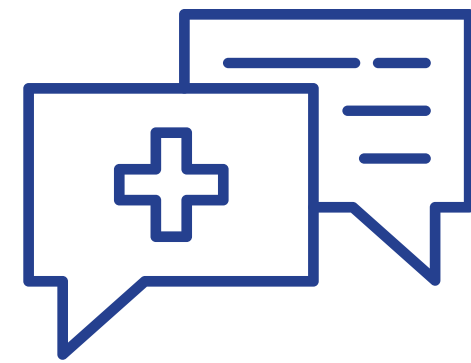
Employees may begin making voluntary contributions upon hire, up to the annual IRS limits. For 2026, employees may contribute up to \$24,500, or up to \$32,500 if age 50 or older. These limits are determined by the IRS and may change from year to year.

After completing one year of service, full-time employees become eligible to receive an employer matching contribution of up to 6% of pay. To receive the full match, employees must contribute at least 6% of their own compensation to the plan. Employees may also choose to contribute additional amounts, up to IRS limits, to further enhance their retirement savings.



ADDITIONAL BENEFITS





EMPLOYEE ASSISTANCE PROGRAM (EAP)

Odyssey House provides a comprehensive Employee Assistance Program to all employees at no cost. Administered by ComPsych Corporation—the world's largest provider of employee support services—this benefit offers direct, professional assistance for you and your family when facing serious emotional concerns or complex everyday challenges.

The program handles a wide spectrum of personal needs, including support for stress and anxiety, family relationship guidance, substance abuse recovery, disability adjustments, and practical work-life solutions like child or elder care referrals. To ensure total peace of mind, all EAP consultations and services are strictly confidential.



COUNSELING, SUPPORT & REFERRALS FOR A WELL-BALANCED LIFE

Balancing personal responsibilities with your desire to excel at work can sometimes introduce unexpected stressors. To help mitigate the everyday challenges that affect your health and family life, Odyssey House sponsors a comprehensive Employee Assistance Program administered by ComPsych Corporation.



UNLIMITED ACCESS

You and the members of your household have unlimited access to consultants by telephone and resources and tools online, and up to 3 counseling sessions per year, per person, per issue.

24/7 Live Assistance: 855.387.9727

TRS: Dial 711

Online: guidanceresources.com

App: GuidanceNow

WebID: ONEAMERICA3



SERVICES INCLUDE

- 24/7, 365 days per year toll-free phone access to counselors and an interactive website.
- **Up to 3 counseling visits per year**, plus **3 more** once approved for disability benefits, with a master's or doctoral level counselor.
- Confidential consultations with a counselor, financial planner and/or attorney.



AN EAP CAN ADDRESS:

SUBSTANCE ABUSE & ADDICTION

LEGAL ASSISTANCE

FAMILY & RELATIONSHIPS

FINANCIAL WELLNESS

EMOTIONAL WELL-BEING

WORK & CAREER



VACATION TIME & PAID TIME OFF (PTO)

At Odyssey House, we believe a healthy work-life balance is vital to your success and well-being. Vacation time is accrued on a pay-period basis throughout the year and refreshes annually on your **employment anniversary date**.

LENGTH OF SERVICE (TENURE)	ACCRUAL RATE PER PAY PERIOD	ANNUAL TOTAL
1 ST YEAR	3.33 HOURS	10 DAYS TOTAL
2 ND & 3 RD YEAR	5.00 HOURS	15 DAYS TOTAL
4 TH YEAR	5.33 HOURS	16 DAYS TOTAL
5 TH YEAR	5.66 HOURS	17 DAYS TOTAL
6 TH YEAR	6.00 HOURS	18 DAYS TOTAL
7 TH YEAR	6.33 HOURS	19 DAYS TOTAL
AFTER 7 YEARS	6.66 HOURS	20 DAYS TOTAL

To encourage staff to prioritize rest, recovery, and a healthy work-life balance, Odyssey House sets an annual limit on how much vacation time can be carried forward.

The maximum allowable vacation balance an employee can roll forward past their employment anniversary date is **240 hours (30 days)**.

SICK LEAVE

Full-time personnel are granted **80 hours** of sick time off each year. This benefit is front-loaded entirely onto your first paycheck of employment and resets annually on the paycheck following your service anniversary



ANNIVERSARY SICK LEAVE CONVERSION:

Rather than losing your unused sick leave, Odyssey House rewards you by converting a portion of your remaining balance into vacation time on your employment anniversary:

- **THE MATH:** 50% of your unused sick balance is converted into vacation time.
- **THE MAXIMUM:** A maximum of 32 sick hours can be converted (resulting in up to 16 vacation hours added).
- **THE CAP OVERRIDE:** In alignment with corporate policy, if your vacation balance is at or above the 240-hour maximum, this anniversary conversion will be paused, and no hours will be added to your vacation bank.

PERSONAL TIME OFF

Odyssey House provides dedicated personal time off to help full-time employees manage personal business, appointments, or unexpected household needs that arise outside of standard vacation or sick leave.



NEW HIRE PRORATED SCHEDULE

For employees who join Odyssey House mid-year, personal time is uniquely prorated to ensure fair coverage:

- **THE FORMULA:** New hires are credited 1 hour of personal time for every pay cycle remaining in the calendar year at their time of hire.

“Use-It-or-Lose-It: Personal time off operates on a strict calendar-year timeline. Unused personal hours cannot be rolled over into the following year, and any remaining balance is not paid out upon separation of employment.



ALLOTMENT & RENEWAL

- **ANNUAL ALLOTMENT:** Full-time staff members receive 24 hours of personal time off each year.
- **DISTRIBUTION TIMING:** This time is front-loaded and fully distributed on the very first payday of January.

HOLIDAY LIST

- NEW YEAR DAY
- MARTIN LUTHER KING JR. DAY
- PRESIDENT'S DAY
- MEMORIAL DAY
- JUNETEENTH
- INDEPENDENCE DAY
- PIONEER DAY (UTAH)
- LABOR DAY
- THANKSGIVING DAY
- DAY AFTER THANKSGIVING
- CHRISTMAS EVE
- CHRISTMAS DAY





BENEFIT RESOURCES

CARRIER CONTACTS

MEDICAL	Regence	1-888-367-2119
SUPPLEMENTAL MEDICAL	AmFirst	1-888-888-2519
DENTAL	EMI	1-800-662-5851
VISION	VSP	1-800-662-5851
GROUP LIFE	One America	1-800-553-5318
DEPENDENT LIFE	One America	1-800-553-5319
LONG TERM CARE	CHUBB	1-855-241-9891
SHORT TERM DISABILITY	One America	1-800-553-5320
LONG TERM DISABILITY	One America	1-800-553-5321
VOLUNTARY LIFE	One America	1-800-553-5322
HEALTHCARE FSA	TASC	1-800-422-4661
DEPENDENT CARE FSA	TASC	1-800-422-4662
CRITICAL ILLNESS	Companion	1-800-753-0404
GROUP ACCIDENT	Colonial	1-800-325-4368
GROUP HOSPITAL	Colonial	1-800-325-4368
LONG TERM CARE	CHUBB	1-855-241-9891
403B	Principal	1-800-986-3343
BENEFITS BROKER	Dunnigan	1-801-840-1800





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