

TIME OFF PROGRAM

Accrual Schedule

FULL-TIME		
YEARS OF SERVICE	ACCRUED PER PAY PERIOD*	ACCRUED PER YEAR
0 to 5	6.15	160
5+ to 10	7.08	184
10+ to 20	8.31	216
20+	9.23	240

PART-TIME		
YEARS OF SERVICE	ACCRUED PER PAY PERIOD*	ACCRUED PER YEAR
0 to 5	0.0654	136
5+ to 10	0.0769	160
10+ to 20	0.0885	184
20+	0.1038	216

*Pay period is defined by a bi-weekly timeframe

PTO Maximum Accruals

320 hours

Six Holidays Per Year

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Community Strong Program

We promote Nebraska Medicine colleagues being actively involved in our community. Annually in July, benefit-eligible employees will receive paid time off to volunteer at an approved 501(c)(3) tax-exempt organization. Full-time employees receive eight hours; part-time employees receive four hours.

RETIREMENT PLAN

403(b) – Employee Contributions

- All employees may contribute immediately on a pre-tax or post-tax basis
- Loans and hardship withdrawals are available

401(a) – Employer Contributions

Employer contributions will be calculated and made annually for employees who have met the following plan requirements:

- Employed with Nebraska Medicine at the end of the plan year (Dec. 31)
- Worked 1,000 hours or more in the plan year (Jan. 1 through Dec. 31)
- Plan requirements are waived if retirement eligible at termination
- Base contribution: 3% of pay
- Matching contribution: 75% of employee deferrals up to the following maximum employer contributions:

YEARS OF SERVICE	DEFERRALS ELIGIBLE FOR MATCHING	RESULTING EMPLOYER MATCH	TOTAL MAX. EMPLOYER CONTRIBUTION (INCL. 3% BASE)
0 but less than 5	3.00%	2.25%	5.25%
5 but less than 10	5.00%	3.75%	6.75%
10 but less than 15	7.00%	5.25%	8.25%
15 but less than 20	9.00%	6.75%	9.75%
20 but less than 25	11.00%	8.25%	11.25%
25 or more	13.00%	9.75%	12.75%

Vesting

- 403(b) – Employee contributions – 100% Vested
- 401(a) – Employer base and matching contributions – Six-year graded vesting

LEAVE OF ABSENCE

Family & Medical Leave Act (FMLA)

- Eligibility will follow the law – employees are eligible for leave under FMLA after one year of employment with a minimum of 1250 hours worked
- Available for care of self or eligible dependents
- Eligible for short term disability pay (60% of base pay) for employee's own disability

Paid Parental Leave (PPL)

- Available for employees who are a parent of child through birth, adoption or surrogacy but are not birth parent
- Must be .5 FTE or greater to be eligible
- Must be approved for FMLA
- Eligible for up to three weeks paid time at 60% of base pay

Medical Leave of Absence (MLOA)

- Immediately eligible for up to 12 weeks leave for your own serious health condition
- Must be .5 FTE or greater to be eligible
- Eligible for MLOA only if not eligible for FMLA
- Eligible for short term disability pay (60% of base pay)

Personal Leave (PLOA)

- Up to 12 weeks, with manager approval
- Must use accrued PTO

Civic Leave

- All employees are granted civic leave for scheduled shifts missed due to civic duties such as jury duty, election board duty and job-related witness duty

Military Leave

- Policy complies with Uniformed Service Employment and Reemployment Rights Act of 1994 (USERRA)
- Full-time employees are compensated the difference between the military pay and their regular Nebraska Medicine pay, based on FTE rate for 4 weeks (up to 160 hours)

Bereavement/Funeral Leave

- Up to five shifts (or up to 40 hours) of scheduled shifts that are missed due to the death of an employee's spouse, domestic partner, child (including loss of child due to miscarriage), brother, sister, stepson, stepdaughter, stepmother, stepfather, stepbrother, stepsister, mother, or father
- Up to three shifts (or up to 24 hours) for scheduled shifts that are missed due to death of an employee's father-in-law, mother-in-law, grandparent, grandchild, brother-in-law, sister-in-law, son-in-law, daughter-in-law, and spouse's grandparent
- Employee may use PTO, if approved by the supervisor if additional time is needed

EMPLOYEE ASSISTANCE PROGRAM (EAP)

- Arbor Family Counseling – 402-330-0960 or arborfamilycounseling.com
- Employees and family members receive five free sessions per incident
- Referrals can be made for continuing sessions, if needed, according to your insurance
- Additional assistance is available for personal, family, financial or legal issues

EMPOWER YOUR WELLBEING

- Wellbeing program offered to all employees and spouses
 - Provide employer funding for medical plan, based upon participation level and enrollment
 - Ability to earn prizes for participating in a wide array of wellbeing activities aimed at improving your Community, Emotional, Financial & Physical Wellbeing
- Free access to Fitness Center locations
- Health promotion programs
- Massage therapy programs
- Smoking cessation programs

TUITION/CERTIFICATION ASSISTANCE

Tuition Assistance

- **Full Time Employees** – up to \$5,000
- **Part Time Employees** (.5 FTE < .9 FTE) – up to \$2,500
- Runs on the calendar year
- Must complete six months of service prior to the time of payment
- Requires one-year retention for each tuition assistance payment
- Lifetime maximum: \$20,000

Certification Reimbursement

- Up to \$500 per calendar year of certification assistance for eligible employees

GROUP HEALTH AND WELFARE PLANS

Total Rewards



Nebraska Medicine employees are eligible to participate in the group health and welfare plans as long as they are actively working on a regular and consistent basis for Nebraska Medicine and are classified as a .5 FTE (Full-Time Equivalent) or above.

All health plans provide coverage for infertility, bariatric surgery, and gender transition services. Reimbursement for adoption expenses are also provided to benefit eligible colleagues.

Medical	Administered through UMR, a United Healthcare company
Dental	Preferred Provider Organization plan administered through MetLife
Vision	Coverage offered through MetLife
Flexible Spending Account	Health care and dependent care accounts administered through UMR, a United Healthcare company
Health Savings Account	Administered through Optum Bank
Retirement	Administered through Prudential
Short-term Disability	Nebraska Medicine provides all part-time employees (.5 to less than .9 FTE) and full-time employees (.9 – 1.0 FTE) a basic amount of short-term disability (STD) insurance, equal to 60 percent of their base weekly earnings after a 7-day elimination period
Long-term Disability Contribution	Nebraska Medicine provides all full-time (.9 – 1.0 FTE) employees a basic amount of long-term disability (LTD) Insurance equal to 60 percent of their basic monthly earnings after a 90-day elimination period
Supplemental Long-term Disability	Full-time employees (.9 – 1.0 FTE) and part-time employees (.5 to less than .9 FTE) are eligible for supplemental long-term disability (LTD) insurance. Supplemental LTD pays an enhanced benefit of 66 2/3 percent of basic monthly earnings after a 90-day elimination period. Full-time employees would receive a benefit of 66 2/3 percent in place of the 60 percent standard LTD benefit
Basic Life Insurance Contribution	Nebraska Medicine covers basic life and accidental death & dismemberment premium for all employees <ul style="list-style-type: none"> • 1x annual salary up to \$500,000 for full-time employees • \$10,000 coverage for part-time employees
Supplemental Term Life and AD&D	Additional coverage available for employees and eligible dependents

For questions or further information, contact the HR Service Center at 402.552.6947.

**If you are an Advanced Practice Provider (APP), Certified Registered Nurse Anesthetist (CRNA), Executive, Leader, or Full-Time Staff Nurse you are eligible to receive additional benefits depending upon your role. Additional benefits may include: Shift Pay for Exempt Staff (APP), Professional Development Fund (APP & CRNA), Flex Time (CRNA, Executive, or Leader), Executive Benefits (Executive), or Student Loan Assistance (FT Staff RN). Contact your Recruiter for additional details.*

Effective January 2022