WORK SCHEDULE
To promote work life balance, APHL is remote friendly and offers a flexible work schedule. Exempt employees have the option of teleworking and remote work choices. Core hours are to be observed by all employees.

PAID LEAVE
Holidays
- New Year’s Day
- MLK Day
- Memorial Day
- Juneteenth (3 days)
- July 4th (3 days)
- Veterans Day
- Thanksgiving
- Day after Thanksgiving
- Office Closure Last Week of December

Annual Leave

<table>
<thead>
<tr>
<th>LENGTH OF SERVICE</th>
<th>RATE OF ACCRUAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 23 months</td>
<td>13 days/year</td>
</tr>
<tr>
<td>24 but less than 36 months</td>
<td>16.25 days/year</td>
</tr>
<tr>
<td>36-59 months</td>
<td>19.5 days/year</td>
</tr>
<tr>
<td>60-119 months</td>
<td>22.5 days/year</td>
</tr>
<tr>
<td>120+ months</td>
<td>27.5 days/year</td>
</tr>
</tbody>
</table>

Sick Leave
No one likes to be sick, but if you are under the weather, we’ve got you covered with two (2) weeks per year of sick leave (accrued annually).

Personal Leave
Six (6) Personal Days are granted per year for whatever you would like to do. Go explore your neighborhood or take a vacation overseas. Either way, it’s your choice!

Anniversary Leave
What better way to celebrate a year with APHL than by taking the day off? Put your feet up and celebrate your successes the past year.

Volunteer Leave
APHL is committed to giving back and that commitment is manifested in offering two (2) volunteer days, annually, to APHL staff.

Mental Health Breaks
Two mental health days are added to Juneteenth and July 4th for a total of 3 days off.

Why should you apply at APHL?
Competitive wages
Annual opportunities for wage increases
Structured bi-annual opportunities for promotions
Internal growth ladder

EMPLOYEE HEALTH COVERAGE
Medical Insurance
Aetna is our medical insurance provider. Two plans (Health Network Option or Preferred Provider Option) are available to choose from. APHL pays 95% of the Employee-only coverage for the PPO plan.

Dental
Our dental offering is a PPO plan through Guardian. 100% of the premium for employee-level coverage is paid for by APHL. Not only do you get dental coverage, but you also earn tuition bucks for Sage Scholar Colleges when utilizing this benefit.

Vision
Vision is provided by Guardian and utilizes the VSP network. Annual exams are granted while lenses and frames are allowed every 24 months. This benefit is also covered at 100% for employee-level coverage.

Short-term Disability/Long-term Disability
In the event of an employee’s medical absence, Guardian provides Short and Long Term Disability at no cost to the employee. Under STD disability, eligible employees are paid 2/3 of their pay on a weekly basis after the elimination period of ten (10) days. LTD disability kicks in, at 2/3 of your salary, after the 90 day elimination period. Both of these benefits are provided to the employee at no cost.

Life Insurance
Basic life insurance and Accidental death and dismemberment (AD&D) coverage, in the amount of $50,000, is provided to all full time APHL employees at no cost. For an additional cost, coverage for self, spouse or dependents is available under a supplemental policy. Guardian provides this benefit.
FLEXIBLE SPENDING ACCOUNT (FSA)
For your pre-tax medical and dependent care needs, Health Equity|WageWorks provides Flexible Spending Accounts. Employees enjoy the flexibility of an annual open enrollment and customized deduction amounts that fit your specific needs.

PROFESSIONAL DEVELOPMENT
At APHL, the professional development of our employees is important. To support this important element of the employment agreement, we offer tuition reimbursement, paid professional development opportunities as well as professional membership reimbursement.

RETIREMENT/PENSION PLAN
For those golden days of retirement, APHL teams up with Empower for our 401k and IRA plans that are available to APHL employees. It doesn’t stop there! APHL contributes 10% of the employee’s salary. This is not a match but an actual contribution! Money in your pocket!

EMPLOYEE ASSISTANCE PROGRAM (EAP)
For those times when life throws you a curveball, EAP is an excellent starting point. This resource is commonly used for counseling but is much more comprehensive than that. From legal queries to accounting concerns, EAP provides support for times when you need an expert to guide you.

COMMUNICATION BENEFIT
In an effort to subsidize the cost of remaining “connected,” APHL provides a monthly $100 cell-phone stipend.

PET INSURANCE
For those furry family members, we also offer insurance through TruPanion. Costly emergencies don’t just happen to humans and it’s nice to know that they can be tackled affordably with this option.

LEGAL COVERAGE
Legal Resources is the vendor that has teamed up with APHL to provide legal coverage to our employees. Legal Resources provides expert advice and direction for everyday matters like moving violations to not so common occurrences like creating your own LLC. Either way, you are covered with Legal Resources.

...Because APHL has the perks

• Flexible work schedule
• Generous amount of leave, including Anniversary Day off, Sick Leave, Personal Time, Vacation Time, Volunteer Time, Mental Health Breaks and plenty of Holidays
• Remote Friendly
• Spot Awards for above and beyond performance with a compensatory award
• Milestone Anniversary Awards with a compensatory award
• Tuition Reimbursement

...Because pay isn’t the only part of your compensation

• Employee-level insurance coverage is fully subsidized for Dental, Vision, Disability (short and long) and Basic Life.
• We don’t match your 401k, we take it a step further! We contribute 10% whether you participate or not.
• Voluntary benefits for FSA, Supplemental Life, Critical Illness, Accident Coverage, Full Legal Resources and Pet Insurance.

...Because your happiness is important to us

• Annual employee appreciation week - In the past we have held hourly giveaways, wine and cheese tasting accompanied by a string quartet and we’ve rented out a theater to see a movie together.
• APHL Week takes place in July every year. This is a great opportunity to meet and collaborate with all of your colleagues in person!
• Monthly events include a photography contest, karaoke and trivia.
• Leadership Academy to develop those emerging leaders within APHL.
• Annual Program Reviews so programs can share the great work accomplished throughout the year.
• Wellness Committee to foster an environment of positively encouraging the One Health model.
• Diversity, Equity and Inclusion Taskforce to ensure that our full workforce is seen and represented.

This brochure provides a summary of the plans offered and in no way serves as the Summary Plan Description or plan document for the plans. If there are any discrepancies between this brochure and the plan documents, the plan documents will govern.