

*OSF wants you to take time away from work to focus on things that matter - your family, friends, and passions. We know that when you take time for your well-being, you are better prepared to thrive as a Mission Partner.*

### Well-being and Sick Time

**Eligibility:** All Mission Partners who work 32 hours or more per pay period

**Type of benefit:** 40 hours frontloaded annually in the pay period that includes service anniversary date

- You're not required to use any other paid benefit time before accessing your well-being and sick time
- If newly hired, you'll be able to access this time after your first 90 days of employment
- Use well-being and sick time for *anything*, examples include illness (you or family members), medical appointments, mental health days



### Vacation and Holiday Time

**Eligibility:** All Mission Partners who work 32 hours or more per pay period

**Type of benefit:** Accrued based on months of service and compensated hours

- Available for vacations, the six recognized OSF holidays, personal time and sick time once well-being and sick time has been used
- Accrual begins immediately for new hires
- Accrue 7.69 hours per pay period with 80 hours worked (equals 25 days/year for standard full-time schedule)

### Leave of Absence

OSF offers additional leave of absence benefits and disability coverage in addition to Family Medical Leave Act (FMLA)

- **Health and Personal leaves:** available to Mission Partners who are not eligible for FMLA or who have exhausted FMLA
- **Extended illness benefit:** provides 100% salary replacement (amount available based on your months of service)
  - Must be on an approved, continuous leave of absence for your own illness or injury, including the medical portion of maternity leave
- **Paid caregiver time:** 40 hours frontloaded annually in the pay period that includes service anniversary date
  - Can be used for parental bonding or when caring for ill family member
  - Must be on an approved continuous leave of absence
- **Short-Term Disability:** 60% salary replacement, provided by OSF to part-time and full-time Mission Partners
- **Long-Term Disability:** available to full-time Mission Partners; premiums based on age and salary