

OFFICE WELLNESS/BONUS POLICY

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Our orthodontic **Practice** encourages all it's employees to **take good care of themselves** including proper diet, exercise and rest. To further encourage, recognize and award employees who are health conscious, the Practice has a "**Wellness**" policy rather than a "**Sick Leave**" policy. In orthodontics (as well as many other businesses), it is extremely important that employees be **on the job**. Taking care of oneself not only benefits you, it certainly helps create a sense of fairness in your co-workers, who must carry your load if you are not there. This sense of fairness and "taking care of oneself" is what this approach is meant to burnish.

The "Wellness" Policy is as follows:

Employees absent from work for sickness (or any other unexcused or unwarranted leave) will not be paid for the missed day(s) of work.

However, semi-annually (June 30th and December 31st), the Practice will pay employees a bonus pay for unused "Well" days. Sick days are defined as any day **or part of day** where the employee is not at work for any predetermined reason (excuse). The employee cannot make up for lost sick days so that the overall cost of being sick is essentially two days salary...**the salary that would have been earned if the employee were at work and the well day bonus that is lost at the same time.**

The wellness days are accrued as follows: The year is defined as beginning January 1st and ending December 31st. **Employees will accrue one wellness day per year for each day worked per 5 day worked week.**

Work Days	Annual Wellness Days	Paid out June 30th	Paid out Dec. 31st
5 days/wk (40hr.)	5 per year	2.5 days	2.5 days
4 days/wk (32hr.)	4 per year	2.0 days	2.0 days
3 days/wk (24hr.)	3 per year	1.5 days	1.5 days
2 days/wk (16hr.)	2 per year	1.0 days	1.0 days
1 day/wk (8hr.)	1 per year	.5 days	.5 days

Sample Situations:

1) A 40 hour employee that misses 2 days of work due to illness between Jan. 1st and June 30th would receive a bonus check on June 30th for 1/2 day of pay on **June 30**, and any bonus check paid on December 31st would still depend on the number of work days (if any) that are missed between July 1st and December 31st.

2) A 40 hour employee that misses 6 days of work between Jan 1st and June 30 th would receive **no bonus check on June 30th and no bonus check on December 31st** Their entire allotment (5 days per year) has already been exceeded.

3) An employee that does not report to work in the morning, due to illness, but does report to work in the afternoon **will forfeit one wellness day.**

4) An employee who reports to work in the morning, and works at least 4 hours (1/2 of their scheduled work day) and then must leave due to illness **will not lose a wellness day.**

5) Employees are not eligible for wellness days until completing their 90 day probationary period. Wellness days will be retroactive from date of hire **after the probationary period has been successfully completed.**

6) Employees hired on or before March 31st will be eligible for the entire annual allotment of Wellness days. Employees hired between April 1st and June 30th will be eligible for 75% of the annual allotment. i.e. a 5 day-40 hour employee hired May 1st would be eligible for 3.75 days the first year, paid out at 50% each bonus period. Employees hired between July 1st and September 30th will be eligible for 50% of the annual allotment. i.e. a 5 day-40 hour employee hired July 15th would be eligible for 2.5 wellness days the first year. Employees hired after September 30th are not eligible for wellness days until the beginning (January 1st) of the next calendar Wellness Year.

7) Part-time employees (less than 40 hours/week) are **not allowed to trade** scheduled work days that are missed due to illness for non scheduled work days.

8) This **Wellness policy** supercedes any pre-existing policies.