

The Arbors
★EMPLOYEE★
PERKS

*Something extra to thank you
for all you do, everyday.*



HEALTHY REWARDS

Effective 10/1/13

Arbors non-exempt employees shall be eligible for a partial payout of accrued vacation or sick time. This time can be paid with the first paycheck in December and/or with the employee's anniversary date. Please make certain to read our Vacation and Sick Leave Policy in its entirety on the back and submit your request accordingly.

The Arbors Employee Perks are available on The Arbors website.
Visit thearborsassistedliving.com and view The Arbors Employee Advantage page.

Vacation: Upon completion of twelve (12) months of service all employees shall be eligible for a partial payout of accrued vacation time. The eligibility date is defined as the employee's anniversary date. Employees must leave a minimum of forty (40) hours in their vacation accrual bank. Employees who meet the requirements above are eligible to receive up to one (1) week of their accrued vacation time to be paid out in the pay period immediately following their anniversary date and/or with the first paycheck in December. The one (1) week will be based on average hours worked. Requests for this bonus must be submitted no less than two weeks prior to the effective pay date.

Sick: Upon completion of twelve (12) months of service based on the employee's anniversary date, non-exempt employees shall be eligible for a partial payout of accrued sick time. Employees must leave a minimum of twenty-four (24) hours in their sick time accrual bank. Employees who meet the requirements above are eligible to receive 50% of their accrued sick time paid out to them over the twenty-four (24) hour minimum. This time can be paid with the first paycheck in December and/or with the employee's anniversary date. Requests for this benefit must be submitted no less than two (2) weeks prior to the effective pay date.

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