

## Wellness Day Policy

Parrott Creek cares about its employees and their well-being. After much consideration, we have determined that instituting a Wellness Day Policy would be a good step toward our goal of making Parrott Creek "a great place to work!"

This policy will facilitate a schedule where full-time employees will receive one paid day off per pay period to facilitate their wellness. Accordingly, you will work a 30/32-hour workweek every other week (or once in a pay period). Your wellness day will be marked on your timesheet and/or time clock as "Wellness". This wellness day will not accumulate like other PTO and will not affect other PTO. In other words, your wellness day is in addition to the PTO you have already earned or saved up. You will be allowed to use your wellness day along with PTO if you choose to do so.

With your Program Manager's approval, you may take your wellness day as a half-day (4 hours), allowing you two wellness half-days in that pay period. Wellness days will not be paid out at termination and will be forfeited if you choose not to take your wellness day in any particular pay period.

There may be circumstances where staffing needs require an employee to defer their wellness day to the next pay period at their Program Manager's request. In those rare circumstances, you and your Program Manager will work together to schedule a make-up wellness day.

Since Residential is a 24/7 facility, Residential employees will need to work with their supervisor to determine their wellness day each pay period. There will be a set schedule for the Residential facility, ensuring that all shifts are covered.

In the other programs, scheduling wellness days will be a collaborative effort between employees and their program managers. This process will take into account employee preferences and other team members' requests. The goal is to stagger when staff are out of the office, ensuring that we remain available to clients throughout the week.

Parrott Creek is excited to offer this new benefit, which allows us to offer employees more personal/wellness time off while also prioritizing access for our clients.

The Wellness Day policy will become effective November 1, 2024.