



THERAPY MANAGEMENT, INC.

Your Partner for Rehabilitation and Growth

EMPLOYEE HANDBOOK

(REVISED January 22, 2016)

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I. Welcome

Welcome to Therapy Management, Inc. (**herein** after referred to as “Company”). We hope that you enjoy your position with us and that it will prove beneficial to both you and the Company. We offer best wishes for your future success. We hope you will be just as proud to be a member of our organization as we are to have you.

II. Company Policy

It is the Company’s goal to provide our customers and residents/patients with consistently high quality services in a friendly and competent manner. We strive to to provide all our employees with equal opportunities for advancement, to provide you with good working conditions, to pay you a fair wage/salary and to promote your welfare, and to produce a profit for the Company’s future growth.

III. Purpose of This Handbook

This handbook is for the information and use of all employees of the Company. It contains an overview of the Company relating to hours, wages, employee benefits and conditions of employment, and provides a reference manual that should be followed by the Company and its employees. Company policies are operating practices and procedures of the Company. These policies have been established for the benefit of the employees and management in order to provide the best working conditions possible.

THE LANGUAGE OF THIS HANDBOOK AND THE RULES AND POLICIES STATED WITHIN ARE NOT INTENDED TO CREATE, NOR DO THEY CONSTITUTE, A CONTRACT IMPLIED OR EXPRESS BETWEEN THE COMPANY AND ANY OF ITS EMPLOYEES. THE POLICIES AND PROCEDURES ARE NOT UNCHANGEABLE. IF CIRCUMSTANCES ARISE THAT WARRANT CONSIDERATION OF A CHANGE IN POLICIES OR PROCEDURES, EMPLOYEES SHOULD BRING SUCH CIRCUMSTANCES TO THE ATTENTION OF MANAGEMENT. THIS HANDBOOK AND THE RULES AND POLICIES CONTAINED IN IT ARE SUBJECT TO CHANGE AT ANY TIME WITHIN THE SOLE DISCRETION OF MANAGEMENT. ANY CHANGES TO POLICIES AND PROCEDURES WILL SUPERCEDE INFORMATION PROVIDED IN THE HANDBOOK. EMPLOYMENT AT THE COMPANY IS ON AN "AT WILL" BASIS AND MAY BE TERMINATED BY THE COMPANY OR THE EMPLOYEE AT ANY TIME FOR ANY REASON.

It is the duty of the management to administer fairly without discrimination these policies, and all employees are expected to abide by and follow these policies. In the event you have any questions concerning the application of any procedure or policy, you should first ask your supervisor, if possible. Any employee who feels that a policy has not been administered in accordance with this handbook should refer the problem directly to his/her supervisor or to another member of management. No employee shall be penalized or discriminated against in any way for having requested consideration of the application of these policies or questioning the application of a policy in any situation.

Management intends that justice and fair dealing be the practice as well as the policy of the Company. Every employee should feel free to discuss his or her problems and any policies

contained in this handbook with members of management. We welcome suggestions from you that will aid in maintaining constructive and harmonious relationships throughout the Company.

Please read this handbook carefully and review it with whomever you like-your family, your fellow employees, or your supervisor. If you have any questions, please bring them to management. When you have completed your review, please sign the form at the end of the handbook stating that you have reviewed the handbook, understand its contents, and agrees to abide by it. Please return the form to the TMI office/designee.

IV. What You Can Expect from the Company

1. TMI POLICIES

A. Hiring Policy

The Company hires individuals on the basis of their qualifications and ability to complete the responsibilities and tasks of the job to be filled. Unless otherwise provided in writing, employment with the Company is considered to be at will, so that either party may terminate the relationship at any time and for any lawful reason.

The Hiring Policy of this Company includes the following:

1. Equal Employment Policy

The Company is an equal opportunity employer. It is our policy to grant equal employment opportunities to qualified persons without regard to race, religion, color, national origin, gender, sexual orientation, gender identity or expression, pregnancy, age, veterans' or military status or non-job physical or mental handicap or disability or other classification protected by applicable federal, state or local laws, except where there is a bona fide occupational disability. The Company will provide equal opportunities in employment, promotion, wages, benefits and all other privileges, terms and conditions of employment. All recruiting, hiring, training, and promoting for all job classifications is done without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age or national origin except when a bona fide occupational qualification exist. All decisions on employment are made to further the principle of equal employment. All promotion decisions will continue to be made in accordance, with Equal Employment Opportunity principles, and only valid job requirements will be used.

2. Conflict of Interest

All persons employed by the Company owe a duty of fidelity to the Company. Employees must never place themselves in a position where their self interest may conflict with this duty. Any employee who breaches this policy is subject to disciplinary action, up to and including discharge.

3. Anti-Nepotism

It is the policy of the Company that no relative may supervise a relative or exert influence over a relative's hiring, salary or promotion.

"Relative" is defined as a member of an individual's family, including wife, husband, son, daughter, mother, father, brother, sister, brother-in-law, sister-in-law, daughter-in-law, son-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, grandmother, grandfather, stepparent, stepchild.

4. Moonlighting

Employees may engage in other employment provided it does not interfere with duties as an Employee of the Company or impair the ability of the Employee to perform Company duties. All outside Employment shall be subject to company rules. All full-time employees must complete their assigned full-time schedule before accepting hours with another company. There may be instances that the company determines that employment with other facilities or organizations may jeopardize our unique program, documents and/or trade secrets.

5. Introductory Period

The first 3 months of your job at the Company are considered an introductory period and will be used to verify your skills, capabilities and suitability for our Company. Likewise, this gives new Employees the opportunity to evaluate the Company as a place to work. During this time you will receive benefits effective following the first complete calendar month after start of employment. As previously stated in this handbook, during the introductory period as at any time during employment, your job may be terminated at any time without any reason without notice.

6. Standards of Conduct

It is anticipated that the Company employees will apply themselves fully to their work. Included in this assumption is that employees will report to work punctually as scheduled, perform their work assignments in a timely and professional manner, and follow all the Company policies, procedures, and practices. Conduct that interferes with operations will not be tolerated. The Standards of Conduct are designed to be used to correct behavior. For the most part, they follow the principle of progressive discipline, i.e., warnings followed by increasing discipline depending on the type and frequency of offenses. Discipline under the Standards of Conduct will not be based on any employee's race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, disability, or political affiliation. The standards were developed to protect the well-being and rights of all employees. The standards are intended to be illustrative but not all-inclusive. Accordingly, an offense which, in the judgment of management, although not listed in the policy, seriously undermines the effectiveness of a colleague's activities or the Employee's individual performance, is to be treated consistent with the provisions of the Standard of Conduct Policy.

7. Employee Background Check:

The Company will perform a background investigation to evaluate a job candidate's qualifications, character, fitness, and to identify potential hiring risks for safety and security reasons. A background investigation includes criminal history, past employment verification and status of credentials.

8. Health Examination:

The Company requests a statement of good health prior to start of employment. Current TB test is required upon the start of employment and on an annual basis during employment with the Company. Employees have the option to accept or decline a Hepatitis B vaccination. It is the responsibility to Company to provide the vaccination if the employee elects to receive it. Company may request, based on assignment, other additional vaccinations, screenings, etc.

9. Immigration Law Compliance:

The Company does not unlawfully discriminate on the basis of citizenship or national origin but, at the same time is committed to employing only the U.S. citizens and aliens who are authorized to work in the U.S. In compliance with the Immigration Reform and Control Act of 1986: Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

B. Internet Policy

Purpose

The purpose of this policy is to ensure the proper use of the Company's internet system and make its employees and users aware of what the Company deems as acceptable and unacceptable use of its internet system. This policy also provides for sanctions in the event of a breach or violation of the policy terms hereunder.

This policy applies to all users of Company technology, including employees, contractors, and any other parties accessing or using the company's System through on-site or remote terminals.

The Company is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. Users accessing the Internet do so at their own risk.

Employees must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing multiple copies of documents, or otherwise creating unnecessary network traffic. Because audio, video and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are business-related.

The computers and computer accounts given to employees are the exclusive property of the Company. No individual should have any expectation of privacy in any communication over this System. The System is to be used solely for company-related business, and is not to be used for personal business or pleasure.

The Company reserves the right to monitor, intercept and/or review all data transmitted, received or downloaded over the System. Any individual who is given access to the System is hereby given notice that the Company will exercise this right periodically, without prior notice and without the prior consent of the employee. The Company's interests in monitoring and intercepting data include, but are not limited to: protection of company proprietary and classified data; managing the use of the Company's computer System; preventing the transmission or receipt of inappropriate materials by employees; and/or assisting the employee in the management of electronic data during periods of absence. No individual should interpret the use of password protection as creating a right or expectation of privacy. In order to protect everyone involved, no one can have a right or expectation of privacy with regards receipt, transmission or storage of data on the Company's Internet System.

Company may use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by Company networks. In the event you nonetheless encounter inappropriate or sexually explicit material while browsing on the Internet, immediately disconnect from the site, regardless of whether the site was subject to company blocking software.

Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful, inappropriate, offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or other characteristic protected by law), or in violation of Company's equal employment opportunity policy and its policies against sexual or other harassment may not be downloaded from the Internet or displayed or stored in Company's computers. Employees encountering, witnessing or receiving this kind of material should immediately report the incident to their immediate supervisor. Company's equal employment opportunity policy and its policies against sexual or other harassment apply fully to the use of the Internet and any violation of those policies is grounds for discipline up to and including discharge.

Employees may not use the Company's Internet connection to download games or other entertainment software, including wallpaper and screen savers, or to play games over the Internet.

Employees may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of your immediate supervisor.

Any employee who abuses the privilege of access to the Company's Voicemail, E-mail or the Internet System will be subject to corrective action, up to and including termination. If necessary, the Company also will advise law enforcement officials of any illegal conduct.

C. Email Policy

The purpose of this policy is to ensure the proper use of the Company's email system and make the users aware of what the Company deems as acceptable and unacceptable use of its email system. This policy also provides for sanctions in cases of breach of violation of the policy terms.

This policy applies to the use of the Company's email services by the users at the Company's offices, as well as remote locations.

All email accounts maintained on the Company's email systems are property of the Company. Company has the right to read and keep a record of any emails that users transmit via the Company's email system.

The Company allows its e-mail access primarily for business purposes. The users may use the Company's email system for personal use only in accordance with this policy.

The following acts shall constitute unacceptable use of the email system of the Company:

- i. Use of the Company's communications systems to for a personal business or send chain letters;
- ii. Forwarding of the Company's confidential messages to external locations;
- iii. Distributing, disseminating or storing images, text or materials that might be considered indecent, pornographic, obscene or illegal;
- iv. Distributing, disseminating or storing images, text or materials that might be considered discriminatory, offensive or abusive, in that the context is a personal attack, sexist or racist, or might be considered as harassment;
- v. Breaking into the Company's or another organizations system or unauthorized use of a password/mailbox;
- vi. Broadcasting unsolicited personal views on social, political, religious or other non-business related matters;
- vii. Using e-mail to operate another business, conduct an external job search, or solicit money for personal gain;
- viii. Transmitting unsolicited commercial or advertising material;
- ix. Undertaking deliberate activities that waste staff effort or networked resources; and Introducing any form of computer virus or mal-ware into the corporate network.

The Company considers email an important means of communication and recognizes the importance of appropriate email content and prompt replies in conveying a professional image and delivering good customer service.

If an employee is found to violate any of this email policy rules, the Company could take disciplinary action up to and including termination of employment.

D. Harassment Free Workplace Policy Statement

The Company is committed to providing an environment for our members, directors, officers, employees, volunteers, students and persons served by the Company ("Covered Persons") that is comfortable, safe and free from harassment of any kind. Any type of harassment is a violation of this policy and may be illegal.

Harassment can take many forms. It may be, but is not limited to, the following: words, signs, jokes, pranks, intimidation, physical contact, or violence. Harassment does not have to be sexual in nature. Sexual harassment may include unwelcome sexual advances; requests for sexual favors; or other verbal or physical contact of a sexual nature when such conduct creates an intimidating environment or prevents an individual from effectively performing the duties of his or her position, or when such conduct is made a condition of employment or compensation, either implicitly or explicitly. It is not the intent of the behavior by the offender that determines if harassment has occurred but whether the behavior is welcome by the receiver.

A covered person is responsible for helping keep our work environment free of harassment, including the work environment of Company's Customers and patients with whom you have contact. If you become aware of an incident of harassment, whether by witnessing the incident or being told of it, you must report it to a Direct Supervisor, Vice President, or President with whom you feel comfortable. When the Company becomes aware of harassment, it is obligated by law to take prompt and appropriate action, regardless of whether the victim wants the company to do so.

Any Covered Person, who believes that he or she has suffered harassment in violation of the Harassment Policy, should take the following action:

- i. If you are able to do so without conflict or danger, tell the harasser as clearly as possible that the behavior is unwelcome;
- ii. If the behavior continues, advise your direct supervisor of your complaint. Clearly identify the behavior surrounding the complaint.

The Company, including all persons to whom a violation of this Harassment Policy has been reported and persons who have become aware of a complaint, must maintain confidentiality, to the extent possible given the need to investigate. All complaints shall be considered confidential to the maximum extent possible.

The Company, or any director, officer, or employee may not retaliate against any victim, or witness, who reports a violation of this Harassment Policy. Any person who believes that he or she has been retaliated against should consult the Organization's Whistle-Blowing Policy or a Company official.

E. How Your Job Is Classified

Employment classifications

- a. Full-time, benefits eligible (32 to 40 hours per week)
 - Hours will be reviewed on a quarterly basis to maintain employment classification.
 - Must average 416 hours per quarter (including PTO). If you drop below, your status may be evaluated/reclassified.
- b. Part-time, limited benefits eligible (20 to 31 hours per week)
 - Hours will be reviewed on a quarterly basis to maintain employment classification.
 - Must average 260 hours per quarter (including PTO). If you drop below, your status may be evaluated/reclassified.
- c. PRN, limited benefits eligible (less than 20 hours per week)
- d. Independent contractor, not benefits eligible

F. Hours and Payroll Practices

The Company's pay dates are the 7th and 21st (unless these dates fall on a Saturday or Sunday). You will be provided with a pay date schedule. All employees are paid by direct deposit on the above-mentioned payday. Direct deposits will be made to either an employee designated bank account or pre-paid debit card. Employees will be assigned a PayCor user account which will provide access to updated payroll information. All employees are required to enter "time in" and "time out" using the Company's time tracking system. It is necessary for each employee to "clock in" at the start of work and "clock out" at the end of work. In the event that an employee fails or is unable to "clock in" or "clock out", a "Missed Payroll Form" must be completed and submitted to their supervisor. The supervisor will approve or deny the missed time and submit the form to the payroll department for processing. This form will not be processed without supervisor's signature. All "Missed Payroll Forms" must be submitted for processing prior to the bi-weekly payroll deadline. Repeated failure to accurately log hours may result in disciplinary action.

G. Wage and Performance Review

At the company's discretion, your immediate supervisor may conduct a formal performance evaluation. The evaluation will consist of a review of the employee's performance, attitude, attendance, progress and ability. The information required to review your job performance is collected continuously by your supervisor and other management personnel. Evaluations will determine promotions and merit pay increases. Merit increases are *not* guaranteed every year and are paid at the discretion of the Company. An employee may at any time, take the opportunity to ask questions, make suggestions or to discuss any matters relating to his or her job or the Company in regard to this evaluation.

H. Promotion

It is the Company's policy to promote employees from within the Company, insofar as possible, to all jobs in which vacancies arise. Factors considered in making promotions are employee knowledge, training, skill, efficiency, compatibility with fellow employees, and the ability to perform the job which is available, with due consideration of the employee's length of continuous service with the Company. In the event of an opening for a promotion, the supervisor will make his or her recommendations to the other members of management, who shall determine which recommended employee is to be promoted to the open position. All supervisors are charged with the responsibility of recommending the strongest candidates for all open positions in which a promotion is involved within the organization.

I. Low Census

The goal of a low census policy is to avoid company layoffs. From time to time the census may require the Company's work force to travel to another work site in order to maintain full time or part time status. The time to travel from one site to another is paid time. The employee is expected to "clock in" and "clock out" at each facility where he/she provides services. Mileage is not paid to travel from facility to facility unless prior approval from management. If employee does not have accrued hours for the time available, time off may be required without pay. If the employee declines to travel to another facility, the employee may choose to take unpaid time off or take paid time off from your PTO bank.

2. Benefits Offered By the Company

A. Group Health, Vision, and Dental Insurance

All full-time employees working 30 hours or more are eligible for the Company's Group Health Insurance Plan. All full-time employees are eligible for vision Insurance, and dental Insurance. The Company will pay a portion of the monthly premium for base Health Insurance Plan for each full-time employee that elects to participate. Plan upgrades or additional family inclusion are available for the employee to purchase. Consult the Company's Group Insurance Benefits booklet for complete details and benefits. Employee may also purchase dental, vision and short term disability benefits, details of which are included in the Benefits booklet.

B. Group Life Insurance

All full-time employees are eligible for the Company's group life insurance coverage. When an Employee becomes eligible for the insurance program, an application must be completed and submitted to our insurance provider. Complete details' concerning this coverage is contained in the Company's Group Insurance Benefits booklet available in the Human Resources Department.

C. Workers' Compensation Insurance

In the event an Employee becomes injured on the job, the Company carries workers' compensation insurance. The policy requires that all injuries must be reported and recorded immediately, in person to your supervisor, in order that proper medical attention can be

obtained from you and reports made to the proper authorities. For injuries requiring medical attention, your supervisor or management will assist you in making any additional arrangements. Failure to comply may result in denial in some cases.

D. 401K

The Company strongly encourages the Employees to participate in the Company 401K program. All employees are eligible to participate after 1 year of employment and working 1040 hours. Details of the program can be obtained from the Human Resources Department.

E. Types of Leave

1. Funeral leave

An employee who wishes to take time off due to the death of an immediate family member should notify his or her supervisor immediately. Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. An employee may, with his or her supervisor's approval, use any available PTO for additional time.

Paid bereavement leave will be granted according to the following schedule:

- Employees are allowed up to three consecutive days off from regularly scheduled duty with regular pay in the event of the death of the employee's spouse, child, father, father-in-law, mother, mother-in-law, son-in-law, daughter-in-law, brother, sister, stepfather, stepmother, stepbrother, stepsister, stepson, stepdaughter. To be eligible for paid bereavement leave, the employee generally must attend the funeral for the deceased relative.
- Employees are allowed one day off from regular scheduled duty with regular pay in the event of death of the employee's brother-in-law, sister-in-law, aunt, uncle, grandparent, grandchild or spouse's grandparent. To be eligible for paid bereavement leave, the employee generally must attend the funeral for the deceased relative.

2. Jury Duty

Any employee who is requested to perform service as a juror shall be given time off while serving on the jury. A copy of the jury summons is required for approval of time off (PTO or unpaid).

3. Leave of Absence

There may be times when it becomes necessary for you to request an unpaid leave of absence. The purpose of the leave of absence program is to protect your service record during periods then you are authorized to be absent from work. Any available Paid Time Off (PAID TIME OFF (PTO) must first be used and the remainder of the leave is unpaid. Proper documentation must be submitted to corporate office. You cannot borrow against PTO on any leave. Leave includes military leave, personal leave and medical leave.

- **Military Leave**

All employees required to go into military service will be treated as though on leave of absence in accordance with federal law. Nothing in this provision is intended to restrict any rights granted to employees under federal law.

- **Personal Leave**

Personal leave may be granted only for unusual personal or family reasons, and cannot exceed 10 days. You must submit to your supervisor a written request for personal leave which sets forth the reasons why a leave of absence is necessary. For a leave to be granted, the reason must be acceptable to management at its discretion.

- **Medical Leave**

Medical leave may be granted when an employee is disabled from working for medical reasons. To be granted medical leave of absence, you must submit a statement from your physician setting forth the nature and extent of the disability, and the date of expected return to work. Any available Paid Time Off (PAID TIME OFF (PTO)) must first be used first or used until you are eligible for any short term disability benefit you elected to receive. Employees will be required to pay for cost of their benefits during this leave.

4. Family Medical Leave Act

The Family Medical Leave Act (FMLA) allows employees time off for qualifying medical purposes. The FMLA gives employees that have worked at least 1,250 hours in the preceding 12 months 12 weeks of unpaid medical leave. The 1,250 hours have to be hours you actually worked not counting sick leave, vacation or holidays. While the Company continues to pay its portion of your medical insurance benefit during the leave time you must provide the portion that is usually deducted from your paychecks. The 12 weeks for FMLA may be taken consecutively, intermittently, or by reducing working hours. The 12-month period begins the date of the first day of absence. Conditions that qualify you for FMLA include the birth of a child and taking care of a newborn, placement of a child for adoption or state ordered foster care, a serious health condition or the need to care for a spouse, child, or parent with a serious health condition, maternity leave or adoption of a child. Any available Paid Time Off (PAID TIME OFF (PTO)) you have must be used during the FMLA.

5. Paid Time Off (PTO)

Full time employees are eligible for the following:

- Years 1-10: 21 days each year (accrued at a rate of 7 hours per pay period)
- Years 10+: 24 days each year (accrued at a rate of 8 hours per pay period)

Part time employees are eligible for the following

- 5 days each year (accrued at a rate of 1.67 hours per pay period)

The Company strongly believes that its Employees are entitled to use the PAID TIME OFF (PTO) they have accrued. That being the case, approval of PAID TIME OFF (PTO) is at the discretion of

the manager and it is dependent upon the needs of our business. PTO is calculated based on an employee's hire date, not calendar year.

In order to be paid for PAID TIME OFF (PTO), Employees must complete and submit a "PAID TIME OFF (PTO) Request Form" to their immediate supervisor. For requests of time off of 3 or more days, Employees must submit their request to their direct supervisor a minimum of 30 days in advance. All requests will be reviewed by the supervisor with a focus on the company needs, facility needs, and caseload requirements during the requested dates. The direct supervisor will inform the employee within 2 business days of receipt of the PAID TIME OFF (PTO) request whether the paid time off has been approved.

For vacations during June, July, and August, employees must submit their written requests on or before April 15. Time off requests for the Thanksgiving Holiday through New Year's Day must be submitted on or before October 1.

Any unused PAID TIME OFF (PTO) will be forfeited at the end of an employee's anniversary year and their PTO bank will be reset to 0 hours available.

If an Employee is terminated for cause by the Company, any accrued Paid Time Off is forfeited by the Employee.

In January of each calendar year all full-time employees are required to submit a request for 5 days (1 week) of paid time off for the upcoming year to their direct supervisor. Supervisors will review all requests and develop facility paid time off schedule for the year. Employees may request additional time off as it is accrued by submitting a "PAID TIME OFF (PTO) Request Form" to your direct supervisor. There may be no more than 1 person from each discipline off at any given time and no more than 2 Employees off during the same period. The Supervisor and Management have the discretion to adjust the schedule due to the size of the program.

The maximum amount of PTO that will be approved at one time is 3 weeks. Additional unpaid time may be granted at management's discretion.

3. What the Company Expects of You

A. Attendance

Regular attendance is necessary in order to meet customer/census needs. Upon hire, your supervisor will coordinate and assign to you a designated daily attendance schedule. If you will not be able to attend work on your scheduled day you must contact your supervisor at least 3 hours before your scheduled shift. Your supervisor will determine during your orientation that method in which he/she wishes to be contacted (text, phone call). Written permission from a physician must be obtained before returning to work if you have been absent 3 days or more due to illness. If you fail to call in for a scheduled day, you will be considered to have voluntarily resigned. Repeated instances of one day absence from work or tardiness will be grounds for discipline action up to and including discharge.

B. Dress Standards

Dress code requirements will vary according to the facility. In general, the Company requires its employees to wear professional attire as well as non-skid shoes. Some facilities may require a specific dress standard or uniform clothing. In the event that a specific uniform of clothing is mandated one of our Customers, the Company will reimburse up to \$25.00 per year.

It is important that your appearance at all times show discretion, good taste, and not present a hazard in the performance of your job. Strong perfumes and colognes' should also be avoided. A name tag is also required and may be provided by the facility or Company dependent on the facilities preference.

C. Personal Telephone Calls/Cell Phones

Employees are not to receive personal telephone calls while at work, except in emergencies. It is the responsibility of each employee to notify family, friends and others who might call, not to do so during working time in the absence of an emergency. Cell phones are prohibited from use at anytime, including text messaging, social media and internet during your "working time". Responses to text messages or calls may be made during scheduled breaks and meal time. Calls must be made so as not to be disruptive to other team members or office. Supervisor may be exempt when text messages and calls are related to work activities.

D. Severe Weather Conditions and Other Emergencies

When severe weather conditions exist, if you ask to leave work before regular quitting time, you may do so with your supervisor's approval unless your services are essential for the completion of work in progress. Employees who leave early will not be paid for time lost unless they request that the time be charged against their unused paid time off allowance. If the Company remains open during adverse weather conditions and you are unable to report to work, your time off will be charged to allowable paid time off days, if any are available.

E. Holiday Coverage

The Company offers its customers 7 days per week coverage for therapy services. In order to meet this commitment to our customers and patients, it may be necessary to provide care on Federal holidays. Holiday coverage will not be additional work hours for the employee scheduled, but included in his/her 40 hour work week.

Employees are required each January to schedule to work 2 Federal holidays. These holidays will be grouped as a summer holiday and a winter holiday.

- i. Summer holidays: Memorial Day, July 4th , and Labor Day
- ii. Winter holidays: New Year's Day, Thanksgiving, and Christmas

Supervisor and Management will determine the number of Employees required for each holiday based on the current needs of our customers and patients. Every effort will be made to schedule care on the Sunday before or Saturday after a holiday. Each year the holiday schedule

will be rotated so that the same individual is not scheduled for the same holiday. Employees are allowed to “trade” their holiday with approval from his/her supervisor.

F. Solicitation

Employees may not in work areas or distribute literature or other printed material during working time or in working areas. "Working time" is the time employees are engaged, or should be engaged, in performing their work tasks for the Company. It includes the working time of both the employee doing the soliciting or distributing and the employee being solicited or to whom literature is distributed. At no time should employees solicit any patient/resident or employees of the facility. Failure to comply with this policy is grounds for disciplinary action.

G. Collections

Collections for any cause are not to be taken up without prior approval of your supervisor.

H. Injuries and Illness

Whenever you feel ill, you should immediately inform your supervisor that you are ill. In the event the illness prevents your continuing work, your supervisor shall be notified and you shall be advised to go home and consult your family physician. If necessary, some other person will accompany you home. In the case of injury of any kind, no matter how minor, you must immediately report the injury to your supervisor. In the event of a serious injury, arrangements will be made to take you to the hospital or urgent care.

I. Security

The Company is committed to providing the organization with the most thorough and comprehensive rehab program possible. Every employee has an obligation to protect our Company's proprietary data and to practice good security common sense.

J. Gratuities/Gifts

Employees may not accept gifts from any patient/resident or family/caregiver. Gifts that are of a general nature such as food, that can be shared with the entire team is acceptable.

K. Safety

All employees must follow universal precautions when working with patients/residents. Employees are expected to use good judgment when working with patients/residents requesting assistance of another team member or appropriate facility employee when transferring patients/residents. Gait belts may be used during transfers and ambulation activities (based on the clinical judgment of a qualified healthcare professional - PT/PTA, OTR/COTA, SLP).

L. Change of contact information

When you change your of home address, name, contact numbers, or email address, you should notify the payroll department in writing of the change immediately. It is important that the Company be able to communicate with you or, in the event of necessity or emergency and this can only be done if an accurate record of your address and telephone number is on file with the payroll department. Proper mailing addresses are also necessary in order to keep records on a current basis for federal/state taxes and group insurance coverage extended by the Company.

M. Visitors/Children

Employees should not have visitors/children joining them during working hours. Visitors/children are not allowed without special permission from direct supervisor and management.

N. Disciplinary action, discharge, and work rules

For the protection of all employees, and in order to operate efficiently, certain rules are necessary. The following is a partial list of the kinds of improper conduct which shall constitute grounds for disciplinary action, up to and including immediate discharge:

- i. Reporting to work under the influence of alcohol or drugs.
- ii. Bringing, possessing, or acquiring alcohol or drugs.
- iii. Selling or attempting to sell alcohol or drugs to other employees.
- iv. Theft of Company property, Company time, or fellow worker's personal belongings.
- v. Falsifying time records, logging another employee's time card or allowing another employee to log your time card.

Additionally, any employee may be discharged in the event of continued violation of work rules. Improper conduct may constitute grounds for the issuance of a warning before more severe disciplinary action is taken. The Company has a few simple rules which are fundamental, and which provide for the safety and protection of its employees. Compliance with these rules is a condition of employment.

- i. Be careful-work safely at all times.
- ii. Report all dangerous conditions and equipment to your supervisor immediately.
- iii. Report every injury or exposure immediately to your supervisor.
- iv. Do not attempt to work if you are taken ill.
- v. Keep your work area neat and orderly at all times.

O. Voluntary Termination

If you decide to leave the Company, we require that you provide 4 weeks written notice of your intention to quit. Once notice is given, no PTO time can be scheduled or taken by the employee. Failure to provide proper notice will result in forfeiture of any unused PTO, and may result in ineligibility for re-hire. Walking off the job or an absence without notifying the Company, may be considered a voluntary termination by the Employee. The circumstances of the absence will be reviewed by the Company to determine the proper action to be taken by the Company.

P. References and Recommendations

An employee may request his/her supervisor to provide a letter of recommendation to a prospective employer.

Q. Suggestions and Complaints

In any business where individuals are working together, employee complaints or ideas for improvement are bound to arise. It is the desire and responsibility of management to attempt to answer and solve problems whether of a business or personal nature. This Company maintains an open door policy so that any employee has the right to discuss matters directly with any member of management he or she selects. Generally, complaints or suggestions may be taken up with your supervisor. We recognize and value employees' suggestions and note that often times they may find their way into actual practice. If satisfactory action is not taken, you should discuss the matter with the manager. If still not satisfied, any member of management is available to discuss problems, whether business or personal, with any employee.

VI. Conclusion

This handbook has outlined the broad principles that guide our Company in its relations with employees. Specific information about Company insurance plans, benefits or policies can be obtained in the office. It is quite possible that you may from time to time have questions about Company matters which directly affect you, or you may desire further information about how Company policies apply to your individual case. Should you be unable to find the complete answer to your particular question in this manual, feel free to ask your supervisor for clarification. If s/he does not have the information readily available, he or she will get the answer for you.

Statement of Understanding

I have received, read, and agree to abide by the Company Employee Handbook. I understand the policies and procedures set forth in the handbook. I also understand that the handbook is not a contract of employment, does not in any way limit the right of the Company to terminate my employment and that my employment may be terminated at any time, with or without notice, within the sole discretion of the Company management.

Employee Name

Employee Signature

Date