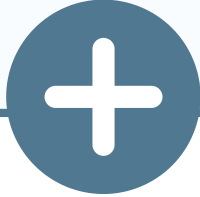


FOREFRONT LIVING RESOURCE GUIDE



PTO DONATION

Teammates who wish to donate PTO are asked to complete a **PTO Donation Form** and submit it to Human Resources for approval. Once approved, your donated PTO is moved to the PTO Donation Bank and made available to teammates who require assistance based on the policy guidelines.

Teammates who exhausted their PTO balance need to complete the **Request to Use Donated PTO**.



TEAMMATE ASSISTANCE

Forefront Living recognizes that on occasion, circumstances may arise whereby teammates need financial assistance due to circumstances outside of their control. For example: Natural disasters, family deaths, etc.

Funds granted are not taxed. Teammates who wish to apply must complete a **Request for Teammate Assistance Funds Form** and submit it to the community Human Resources department for review and confirm that all required documentation is provided.

EMPLOYEE ASSISTANCE PROGRAM

Teammates have access to additional assistance, for support in the following areas:

- Counseling
- Child or elder care referral services
- Financial: budget management, debt guidance, retirement, tax questions, etc.
- Health: supports navigation of health concerns
- Legal: bankruptcy, buying a home, divorce, guardianship, etc.



YOUR HEALTH AND WELLNESS

COVID-19 testing and vaccinations are available on-site and free to teammates.

Flu vaccinations are provided to all teammates free of charge each year.

Need to see a doctor? Save the hassle of parking and contact Aveo Clinic located at PVN.



BENEFITS

Full-time employees may receive the following benefits after the first month of employment:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Prescription Coverage
- Wellness Coverages
- Life Insurance
- Short and Long-Term Disability Insurance



TEAMMATE REWARDS

PTO: Refresh yourself with our competitive and generous Paid Time Off (PTO) program. We encourage our teammates to use their PTO.

Employee Referral: Get paid to work with those you know! We pay a generous employee referral bonus to our teammates when they refer someone who gets hired. There is no limit to the number of individuals a teammate can refer.

Thanks!, our rewards and recognition program provides an opportunity for teammates to redeem points for gift cards for living our values.



FINANCIAL CONTROL

401k: Teammates are automatically enrolled the first quarter following one year of continuous employment. Teammates can contact Slavic directly to change their participation percentage, request a hardship withdrawal or loan.

DailyPay: DailyPay is a low-cost alternative to payday loans for teammates who need to collect their earned wages prior to payday.

