

Accutrack Services, LLC			
Policy Name		Policy Number	
Employee Benefits		HR75	
Effective Date	2/1/2015	Supersedes Policy Dated	9/1/10

POLICY

Accutrack Services, LLC (Accutrack) maintains a benefits program for eligible employees.

PROCEDURE

1. Overview: Accutrack is sponsors a benefits program for certain eligible employees. Accutrack will periodically review its benefits program and will make modifications as appropriate. Accutrack reserves the right to modify, add or delete the benefits it offers. For eligible employees, the benefits package is paid for by a combination of employer and employee contributions. Each employee is encouraged to speak with their supervisor for more details.
2. Leaves of Absence: In the interest of maintaining a healthy balance between work and home, Accutrack offers eligible employees certain time off benefits as identified below:
 - A. Paid Leaves: Eligible regular full time and part time employees who are regularly scheduled to work more than 25 hours per week are eligible (on a prorated basis) for certain paid leaves as follows:
 - a. Holidays: The following holidays are recognized by Accutrack as paid holidays:
 - New Year's Day
 - Independence Day
 - Thanksgiving Day
 - Christmas Day
 - Labor Day

You may be able to take time off to observe your religious holidays. If available, a full day of unused paid time off (PTO) may be used for this purpose, otherwise you will not be paid for this time off. You will need to schedule this time off in advance with your supervisor.

All national holidays are scheduled on the day designated by common business practice. If a holiday occurs during your scheduled vacation, you are eligible for the holiday pay. You are not eligible to receive holiday pay when you are on an unpaid leave of absence or that holiday falls on a weekend.

- b. Paid Time Off (PTO): PTO may be taken as vacation time to allow you to rest, relax, and pursue special interests. PTO may also be used during an employee's own illness, to care for an ill child, or for medical, legal or other personal business appointments which can only be scheduled during business hours. Accutrack has provided PTO as one of the ways in which we show our appreciation to our employees.

Non-exempt regular full-time employees and part-time employees working a minimum of twenty-five (25) hours per week are eligible to accrue PTO on a pro-rated basis. PTO hours begin accruing after completing your Introductory Period.

Full-time non-exempt employees are eligible to accrue for PTO after completing the Introductory Period. Accrual is computed as follows:

Years of Employment	Annual Accrual
0 to end of 4 th Year	60 Hours
5 to end of 9 th Year	80 Hours
10 + Years	100 Hours

Except in the instance of illness, all PTO must be scheduled in advance with your supervisor. PTO is not designed to be used to reconcile a shortage between actual hours worked and a desired number of hours to be paid (example: 40 hours for a week). Every effort will be made to grant your request for PTO at the time you desire. However, PTO may not interfere with your practice area's operations and therefore must be approved by your supervisor in advance. If any conflicts arise in requests for PTO, preference will be given to the first employee who requests the time off.

All requests for PTO must be turned into your supervisor by the end of the first business day following the end of the pay period that was affected. PTO may only be taken in blocks of 2 hour or more.

Normally, only accrued PTO may be taken. You may not receive advance PTO pay.

If you have unused and accrued PTO hours upon the termination of your employment with Accutrack, you will be paid for that time at your regular base hourly rate.

Employees are encouraged to use their PTO to take regular time off each year. If they do not, PTO will accrue until the employee has reached a maximum of their annual accrual of PTO. Accrual will cease until the employee uses PTO hours equal to the amount accruable during one month at his/her current rate of accrual.

Exceptions to this policy may be made in unusual circumstances. Each case will be considered separately by management.

Exempt employees do not accrue PTO. Exempt employees may take time off as permitted by business conditions and approved by an Accutrack Manager.

B. Unpaid Leaves of Absence: Occasionally, for medical, personal, or other reasons, you may need to be temporarily released from the duties of your job with Accutrack. It is the policy of Accutrack to allow its eligible employees to apply for and be considered for certain specific leaves of absence.

Time off for any reason during a working day will count against your paid time off (PTO). After all paid time off (PTO) has been exhausted, unless specifically excepted,

any time off will be without pay.

Failure to return to work as scheduled from an approved leave of absence or to inform your supervisor of an acceptable reason for not returning as scheduled will be considered a voluntary resignation of employment.

All requests for leaves of absence shall be submitted in writing to your supervisor. Each request shall provide sufficient detail such as the reason for the leave, the expected duration of the leave, and the relationship of family members, if applicable.

There are several types of unpaid leaves for which you may be eligible.

- a. Disability (Including Pregnancy) Leave of Absence: Accutrack may grant an unpaid leave of absence for illness, disability or pregnancy. To request a disability leave of absence from your supervisor, you should submit, or have someone submit for you, a statement of ill health or disability from your doctor. (Pregnancy is treated, for the purposes of this policy, the same as an illness or disability.) An approved disability leave may be granted for up ninety (90) days and possibly longer if extensions are approved. A disability leave is limited to a maximum of 360 days including extensions. Whenever possible, you are required to give as much notice as possible of your pending need for a disability leave of absence.

In the case of pregnancy, please inform your supervisor as soon as possible of the date you and your doctor anticipate that you will begin your leave. Your job status will be protected in that we will make every effort to hold your position open, or return you to a similar position if one is available, for which you may be qualified.

At the time the disability leave begins, any accrued personal time off (PTO) will be used.

Employees who must remain away from work for more than the period of time allowed above will be considered terminated from employment. They are welcome to re-apply subject to Accutrack's usual hiring policies.

Employees who develop an illness or physical condition which requires medical treatment or restrictions and precautions will be required to submit a physician's statement. This statement must give approval that continued full-time employment in his/her present position will not jeopardize his/her health or the safety of others, in the event she/he continues to work. A similar statement is required upon return from a disability leave.

Should your attendance or job performance suffer during the period preceding and/or following a disability leave, we will accommodate you to the extent provided by law.

- b. Military Leave of Absence: If you are a full-time employee and are inducted into the U.S. Armed Forces, you will be eligible for re-employment after completing military service, provided:
 1. You show your orders to your supervisor as soon as you receive them.

2. You satisfactorily complete your active duty service.
3. You enter the military service directly from your employment with El Paso Integrated Physicians Group.
4. You apply for and are available for re-employment within ninety (90) days after discharge from active duty. If you are returning from up to six (6) months of active duty for training, you must apply within twenty (20) days.

c. Military Reserves or National Guard Leave of Absence: Employees who serve in U. S. military organizations or state militia groups may take the necessary time off without pay to fulfill this obligation, and will retain all of their legal rights for continued employment under existing laws. These employees may apply accrued personal leave and unused earned vacation time to the leave if they wish, however, they are not obliged to do so.

You are expected to notify your supervisor as soon as you are aware of the dates you will be on duty so that arrangements can be made for replacement during this absence.

d. Personal Leave of Absence: In special circumstances, Accutrack may grant a leave for a personal reason, but never for taking employment elsewhere or going into business for oneself. You should request an unpaid personal leave of absence from your supervisor. A personal leave of absence must not interfere with the operations of your practice area or Accutrack Services, LLC. Your supervisor will submit your request to a Manager for final approval.

A personal leave of absence may be granted for up to thirty (30) days. Failure to return from a leave at the time agreed will result in termination of employment.

3. 401K Plan: EPIPG offers a 401K plan for participation by eligible employees. Eligibility generally begins on January 1 or July 1 after one year of employment with at least 1000 hours of service. Eligible employees shall be informed as to when and how to enroll in the 401K program prior to their eligibility date. Eligible employees shall be provided with information describing the program, employee contributions, and employee rights at the time of enrollment. Employee contributions shall be made through payroll deduction. Upon separation, employees should contact their supervisor prior to the last day of employment for information on the employee's rights concerning the plan after termination

DATE	REVIEW/APPROVAL SIGNATURE