

# 2023 LUTHERAN SENIOR SERVICES Benefits at a Glance

## Part-Time Employee

**Paid Time Away From Work (PTO)** is offered to full-time and part-time employees (as well as Caregivers in a casual-status). Staff accrue “paid time off,” replacing the traditional benefits of vacation, holidays, and sick time. Employees may accrue up to 20 days in their first year, up to 24 days in years 2-5, up to 29 days in years 6-11, and up to 34 days per year after 12 years of employment. Maximum balance of PTO is 240 hours. Eligible employees may also cash in (or sell back) up to 80 hours of unused PTO every year.

**Extended Sick Bank (ESB)** Extended Sick Bank (ESB) is available to full-time and part-time employees. It can be used for an employee’s or a family member’s own personal illness or injury resulting in more than one week’s absence. Employees may accrue up to 2.76 hours per 2 week pay period, and maintain a balance up to 480 hours.

**Bereavement Pay** is also paid to eligible staff when a family member passes away so they may tend to their personal & family needs without using PTO.

**Educational Assistance Programs** are available to qualifying team members and their families as scholarships, awards, tuition reimbursement, and tuition discounts to make pursuing college degrees, professional certifications, technical school certificates, or GEDs more attainable. Scholarships and awards may total up to \$10,000 per qualified team member.

**School Partnerships** Additionally, LSS has special partnerships established with various colleges and universities (e.g. Lindenwood University, Webster University, Columbia College, Missouri Baptist University, Saint Louis University, etc.) that provide discounted tuition for LSS team members and their families.

**For more details on  
LSS Benefits, scan here.**



**Retirement: Tax Deferred Savings and Roth Plan with LSS Match** Our 403(b) and Roth plans help LSS employees save for retirement. Employees can begin contributing upon hire, and once they’ve been employed for one year they may be eligible to receive the LSS Match contributions to increase their savings.

**The Employee Assistance Program** offers confidential problem assessment, short-term counseling, and referrals for community and private services to all employees.

**Pay Advances** allow staff to receive an immediate “advance” on their wages that they’ve already worked but have not yet been paid, through the PayActiv service.

**PerkSpot** offers an employee discount program for all LSS employees and their family offering great deals for local and national merchants at no cost to you.

**Pet Health Insurance** available through ASPCA allows staff to care for their furry loved ones while worrying less about costs.

### Additional Benefits for Full-Time Employees

At Lutheran Senior Services part-time employment is considered 29 hours or fewer per week. Full-time employees working 30 hours per week or more have access to additional benefits. These include:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Long-Term Disability Insurance
- Hospital, Critical Illness, and Accident Insurance
- Life Insurance
- Flexible Spending Accounts

For more information on full-time opportunities with LSS, please reach out to your supervisor. For current job opportunities, please visit:

[LSSliving.org/job-opportunities/](https://LSSliving.org/job-opportunities/)