

# Prioritize work-life balance



## Take advantage of your earned PTO

Prioritizing a healthy work-life balance is a key to being truly successful, and HIMSS wants you to feel successful both in and outside your work life. This is why we offer a generous Paid Time Off (PTO) package to eligible employees. Our package incorporates flexibility in the following ways: Discretionary Time Off, Paid Holidays, Vacation, and Volunteer Time Off.

Specifically, HIMSS offers nine paid holidays, two floating holidays, five hours of discretionary time off per month, one volunteer day per year, and vacation. HIMSS also provides Caregiver Paid Leave, which enables you to receive 100% of your regular pay up to four weeks while on authorized FMLA.

Your PTO can also help balance those aspects of your life that enable you to manage your self-care and the wellbeing of your family members. Whether you use your PTO to take time off for important medical or dental appointments, to visit your life coach or counselor, or to travel with your loved ones, HIMSS provides the opportunity for you to take advantage of your earned PTO.

## Planning a summer trip? Consider added travel protection.

With summer just around the corner, you might be thinking about your next vacation. If you are traveling more than 100 miles from home, Secure Travel through Generali Global Assistance (GGA) offers additional travel protection, including:

- Pre-trip planning
- Travel assistance while on the road
- Transportation for medical emergencies
  - Emergency evacuation if adequate care not available locally
  - No dollar limits on medical evaluation/transport

Contact GGA at **888.226.4567** (U.S. and Canada) or call collect at **202.331.7635**. GGA can also be reached via fax at **202.331.1528** and email: **ops@us.generaliglobalassistance.com**. For additional information, review the **Secure Travel Flyer**.

Visit **HIMSSTotalRewards.com > Paid Time Off** and the U.S. Employee Handbook for more details on how you can take full advantage of these important benefits as part of your *Benefits for Life*.