



Dear Valued Team Member:

In order to show appreciation for the life-changing work that you do as a dedicated employee, Advocates is happy to share that we will be distributing two OPWDD Retention Bonuses to all eligible employees in 2024. This bonus is for hours worked in 2024, please note that it is unlikely that OPWDD will continue to provide similar bonuses in future years. Bonus details are outlined in the Retention Bonus Distribution Plan below.

### Advocates' Retention Bonus Distribution Plan

Pay Date	Bonus amount	Advocates' Employee Eligibility
July 5, 2024	Bonus payment will be equal to 3% of the wages earned from 1/1/24 – 5/31/24	July Bonus: <ul style="list-style-type: none"><li>• Must have worked a minimum of 50 hours for Advocates between January – May 2024</li><li>• Must be actively employed with Advocates on July 5, 2024</li></ul>
December 6, 2024	Bonus payment will be equal to 3% of the wages earned from 6/1/24 – 10/31/24  Additional Information: <ul style="list-style-type: none"><li>• Wages applied to bonus calculations include wages earned from time worked for Advocates in 2024 (including overtime pay), Paid Time Off, Paid Sick Leave and Bereavement.</li><li>• Wages from any other bonuses, such as the Healthcare Worker Bonus, are not included in this calculation.</li><li>• Tax law requires that bonuses are taxed, as they are considered wages.</li></ul>	December Bonus: <ul style="list-style-type: none"><li>• Must have worked a minimum of 50 hours for Advocates between June – October 2024</li><li>• Must be actively employed with Advocates on December 6, 2024</li></ul> Additional Information: <ul style="list-style-type: none"><li>• Employees who are on leave on the date of bonus payment will receive payment upon returning to work</li></ul>

We are grateful for all you do to support the people and families who receive services from Advocates. We recognize that we can only fulfill our mission because of your hard work. We thank you for making your career with us and being an important part of the Advocates Team!

With Respect and Gratitude,

The Advocates' Leadership Team

Please reach out to [HRsecure@advocatesincorporated.org](mailto:HRsecure@advocatesincorporated.org) with any questions