

TO: All Lifeworks Staff
FROM: Richard Atkind, VP of Human Resources
RE: Revised New Staff Retention Program and Referral Incentive Program
DATE: January 1st, 2026

I am pleased to announce that Lifeworks will be extending our hiring incentive programs effective January 1st, 2026. For our current staff, the Referral Incentive program is the most effective hiring program we have. I strongly urge everyone to share our career opportunities with families, friends and colleagues.

Incentive programs as they apply to full-time regular staff working at least 30 hours a week or more:

1. **The Employee Referral Bonus will remain at \$3,000.00 and will be effective through 2026. The new employee must list the current employee who is referring them on their application.**

The Employee Referral bonus will be paid as follows:

- \$1,500 after 180 days (The new employee must be employed and working for the full 180 days). Once this is completed the referring employee will receive their payment 365 days after the completion of the 180-day period.
- \$1,500 after 365 days (The new employee must be employed and working for the full 180 days). Once this is completed the referring employee will receive their payment after the completion of the 365-day period.

2. **The New Staff Retention bonus will continue to be a total of \$2,000 and is effective through the end of 2026.**

The New Staff retention bonus will be paid as follows:

- \$2,000 after 365 days (The new employee must be employed and working for the full 365 days). Once this is completed the referring employee will receive their payment after completion of the 365-day period.

Incentive programs as they apply to Part-time regular staff working less than 30 hours a week:

1. **The Employee Referral Bonus for new employees that work under 30 hours per week will be \$1,500.00 and will be effective through 2026. The new employee must list the current employee who is referring them on their application.**

The Employee Referral bonus will be paid as follows:

- \$750 after 180 days (The new employee must be employed and working for the full 180 days). Once this is completed the referring employee will receive their payment after the completion of the 180-day period.
- \$750 after 365 days (The new employee must be employed and working for the full 180 days). Once this is completed the referring employee will receive their payment after the completion of the 365-day period.

2. **The New Staff Retention bonus for new staff that work under 30 hours per week will be \$1,000 and is effective through the end of 2026.**

The New Staff retention bonus will be paid as follows:

- \$1,000 after 365 days (The new employee must be employed and working for the full 360 days). Once this is completed the referring employee will receive their payment after the completion of the 365-day period.

Incentive programs as they apply to Per-diem, Casual, Relief and Clinicians:

1. **There is no Employee Referral bonus in this category.**
2. **The New Staff Retention Bonus for new employees that work per diem, casual, relief or clinicians will be \$1,000.00 and will be effective through 2026.**

The New Staff Retention bonus will be paid as follows:

- \$1000 after 180 days if they have worked 200 hours.