



Update on the Integration of Gentiva Personal Care Division and Addus HomeCare

As announced earlier this year, Gentiva's Personal Care Division (Gentiva Personal Care Division), which includes Girling Personal Care, Gentiva Personal Care, Victorian Home Care and The Home Option are soon joining the Addus HomeCare Family of Companies!

Upon joining Addus, your day-to-day responsibilities will remain largely unchanged. Providing exceptional care to our patients and the families we are privileged to serve will continue to be our top priority — and as a part of Addus, you can expect additional resources, caring team members, and support to aid in this shared mission.

Below we have outlined important frequently asked questions (FAQs) as they relate to the upcoming transition. We will share more information as we reach the anticipated closing date. If you have any questions regarding the transition, please reach out to your supervisor.

Frequently Asked Questions for Direct Care Employees

Q: Who is Addus HomeCare?

A: Addus HomeCare is one of the largest multi-state, scaled providers of personal care services and a growing provider of skilled home health and hospice services. As part of the Addus family, you will be part of a team that currently provides personal care, skilled home health and hospice services to 49,500 clients and patients, employs over 35,000 administrative and direct care employees, and spans across the country with over 200 locations in 22 states.

Other brands in the Addus Family of Companies include: Ambercare, Arcadia Home Care and Staffing, Lifestyle Options, A-Plus HealthCare, House Calls of New Mexico, Alamo Hospice, Harrison's Hope Hospice, Hospice of Virginia, Serenity Hospice, JourneyCare Home Health and Hospice, Queen City Hospice, Miracle City Hospice, Capital City Hospice, Day City Hospice, and Tennessee Quality Care

Q: When is the acquisition of the Gentiva Personal Care Division officially complete?

A: We anticipate a closing date of December 2, 2024.

Q: What happens with patient care?

A: Patient care will be seamless. Home care services will remain unchanged, with the same caregivers and supervisors in place, serving the same clients from the same Gentiva Personal Care Division offices.

Q: What about my tenure?

A: Gentiva Personal Care Division employees joining Addus will keep their current tenure with the company.

Q: Will I still record my time the same way?

A: Yes, you will continue to follow your existing clock in & clock out procedures. Time submission will not be impacted by this change in ownership.

Q: Will my payroll change in any way?

A: Yes, you will be automatically transitioned to the Addus ADP payroll system. All your Addus pay statements and payroll information will be available to you from within the MyADP self-service portal. Your existing Direct Deposit and Tax elections will be automatically carried over to the new system, but we recommend following the instructions below to register for the MyADP portal and verify all payroll information before 12/2/2024.

All Gentiva Personal Care Division employees are required to register for the Addus employee portal (MyADP). You will use MyADP to view and update your information, view pay and tax statements, and manage your 401k enrollments.

Please visit myadp.com or download the ADP mobile app to register using company registration code **Addus-75034** prior to 12/2/2024 to ensure uninterrupted access to pay statements and other information. Please visit adp.addus.com for registration instructions and MyADP resources. The MyADP and Payroll hotline is also available to assist in registration or answer questions at **(855) 450-2555**. ADP Registration can be completed on a computer or via the ADP Mobile App.

Q: Will our benefits change?

A: Yes, your eligibility to participate in the Gentiva benefits plans will end on 11/30/2024. As an employee of Addus you will be eligible to participate in the Addus Century HealthCare benefit plans. Century HealthCare will be reaching out to you via phone and mail to provide additional information.

Q: What will happen to my current company 401(k) plan?

A: Gentiva Personal Care Division employees will be ineligible to participate in the Gentiva 401(k) retirement plan effective at close. Gentiva will provide additional information prior to close regarding the current plan and options for participants, including rolling balances or loans into the Addus 401(k) plan.

Eligible employees (6+ months of tenure with Gentiva and at least 21 years of age) will be able to participate in the Addus 401(k) retirement plan effective at close. Employees will receive detailed enrollment instructions from Principal via US Mail and also electronically, if an email is on file. You can also access the enrollment packet by visiting adp.addus.com.

Please note that effective 3/1/2025, all retirement eligible employees will be auto-enrolled into the Addus 401(k) retirement plan at a 2% employee contribution level, deferred on a standard, pre-tax basis, Meaning 2% of eligible pay will be deducted from the employee paycheck and contributed to the retirement plan on the employee's behalf, unless a different salary deferral percentage is elected, or participation is declined by the employee within the Principal employee portal. Please visit adp.addus.com for additional information on retirement plans.

Q: Is there a new employee handbook?

A: Yes, there will be a new employee handbook provided to you by your local office. It is also available at adp.addus.com.

Q: Is any action required by me to continue my employment throughout this transition?

A: We are excited to offer you continued employment at your existing pay rate and tenure upon close of this transaction! It is important to note that you will be required to complete some pre-employment requirements to facilitate the transition of your employment to Addus. Your branch will be in touch in the coming days to provide further direction.

Q: Will my pay schedule change in any way?

A: Yes, your pay date will now occur every Friday (Weekly) based on a pay period of Saturday to Friday beginning with a special pay date on Wed 12/4. Please see table below for important dates associated with this transition. As mentioned above, you will NOT need to resubmit any direct deposit information and should continue to follow existing time-keeping procedures.

Pay Period Begin	Pay Period End	Pay Date	Payroll System	Description
11/2/2024	11/15/2024	11/22/2024	Dayforce	Last regular Biweekly Pay Period
11/16/2024	11/22/2024	12/4/2024	ADP	7 Day Transition Period
11/23/2024	11/29/2024	12/6/2024	ADP	First Regular Weekly Pay Period

Q: How will our PTO be affected?

A: Gentiva Personal Care Division employees joining Addus will retain their sick balances and will continue to accrue sick time per state regulations.

Q: Will I have one or two W-2's for 2024?

A: You will receive two separate W-2's for the 2024 tax year: one from Gentiva covering 1/1/24 – 11/30/24 and another from Addus covering 12/1/24 – 12/31/24.

Q: Will there be changes to the company name?

A: Yes, Gentiva Personal Care Division operations in Arizona will transition to the Arcadia Home Care & Staffing brand upon close of this transaction. Arcadia Home Care & Staffing, a valued member of the Addus HomeCare Family of Companies, has an excellent reputation as a Personal Care provider in the state of Arizona and nationally.