

**ELIGIBILITY:** Full Time Status (requires minimum of 30 hours per week)

**HOLIDAYS:**

New Year's Day	Columbus Day
Martin Luther King Day	Thanksgiving Day
Good Friday	Friday after Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	

**COMPREHENSIVE LEAVE:**  
 Awarded at start of employment; eligible after 30 days; pro-rated for the first year depending on start date.

Years of Continuous Service*	Days / Year
Up to 5 years	17 days
5 – 10 years	22 days
Over 10 years	27 days

\*Note: “Continuous Service” means time served in paid status. Employees who are laid off are recalled within one year are considered to have continuous service for the layoff period.

**401(k):** Eligible first of the month following date of hire. Employer match of up to 4%.

**HEALTH INSURANCE:** Health, Dental and Vision are available as a package or individually  
 Employee premiums are deducted on a pre-tax basis  
 Immediate eligibility

**LIFE INSURANCE / SHORT TERM & LONG TERM DISABILITY:**  
 Coverage through Companion Life; Eligible first of the month following date of hire;  
 Company paid premium for 1x annual earnings up to \$50,000

**FLEXIBLE SPENDING ACCOUNT (FSA):**

- Save money while paying for healthcare expenses for yourself and dependent family members that are not covered by insurance
- Set aside money on a tax-free basis through regular payroll deductions. During the year you use your FSA to pay for eligible medical expenses with the tax-free dollars
- <https://www.mywealthcareonline.com/beneflex/Resources/FSAResources/FSATool sandCalculators.aspx>

**EMPLOYEE ASSISTANCE PROGRAM:**

- Free to employees and their families
- Members can find support for wide spectrum of issues like stress and anxiety, coping with a disability, help with child / elder care, substance abuse, family relationships and other work-life challenges

**OTHER BENEFITS:** Employee paid AFLAC and additional life / AD&D insurance coverage available

**FITNESS CENTER:** 24 / 7 access to onsite fitness center free of charge for employees & spouses