

## EMPLOYEE BENEFITS PACKAGE

To all Full-Time employees:

The first three months of employment are considered probationary; however, after this period is completed you qualify for:

### HEALTH, LIFE, DENTAL AND DISABILITY INSURANCE

**Health, Life and Dental** are effective the first day of the month after completing your probationary period. We fund part of the health insurance premium and the employee pays a bi-weekly charge for their portion. This is automatically payroll deducted from each paycheck once your policy is in effect. **Life insurance** is provided for the employee at no expense to the employee.

After six (6) months of continuous full-time employment, employees enjoy the benefit of **Long-Term Disability** coverage. Again, this is provided at no cost to the employee.

After one year of employment you are invited to participate in our **401K Retirement Plan**. Within the limits set by the tax law you may make voluntary contributions that may be deducted automatically from your payroll check. Additionally, the employer may make contributions that go to the employee as vesting requirements are met.

Also, after one year of regular full-time employment you are entitled to one week of **Vacation** and two weeks of vacation after completion of the second and succeeding years. Vacation time does not accrue from year to year. So once you earn this benefit, you should take your vacation annually.

Our **Personal Time Off** (PTO) policy is based on length of service and is explained in detail in the attached Program Guidelines.

**Holiday Pay** is offered for the following holidays:

New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day.

To receive holiday pay, employees must have worked their scheduled day before and their scheduled day after a holiday. The holiday must also be a regularly scheduled workday.

I \_\_\_\_\_ have read the above and I understand that it is my responsibility to complete any applicable enrollment documents necessary for employee benefit programs.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Eligibility:** Eligibility to use personal time off is limited to regular full-time employees, both salaried and non-salaried, including sales staff. Employees working less than 30 hours a week and temporary employees are not eligible for this program. Employees on a leave of absence and employees who have resigned or been terminated are not eligible to participate or be paid for accrued time.

Please review your pay stub carefully to help you manage the use of your employee benefits for eligible employees. You may also refer to the automated time-keeping system to view and track your Paid Time Off (PTO) Accrual information.

Paid Time Off for Vacation Time must be approved in advance by your supervisor or manager.

| Seasons  | Eligible Months                              | Consecutive PTO Vacation Days Allowed | Requirements   |
|----------|--|---------------------------------------|--|
| Non-Peak | January, February and March                  | Five (5) or more.                     | Available PTO Accrual with supervisor or manager approval. |
| Peak     | April, May, June, July, August and September | Five (5).                             |  |
| Non-Peak | October, November and December               | Five (5) or more.                     |  |

**Carry Over:** Employees are permitted up to five (5) “carry over” - PTO Vacation days. “Carry over” days must be used before the end of the following March.

| Paid Time Off (PTO) Accrual amount per pay period              |                                | There are generally 26 (52 divided by 2) bi-weekly pay periods each year |                        |
|--|--------------------------------|--|------------------------|
| Years of Employment  | Hours of Vacation Time Accrual | Hours of Sick Time Accrual   | Total Hours of Accrual |
| Hire - First Anniversary                                       | 1.538                          | 0.615  | 2.153                  |
| Second Anniversary   | 1.538                          | 0.615  | 2.153                  |
| Third Anniversary  | 3.076                          | 0.923  | 3.999                  |
| Fourth Anniversary   | 3.076                          | 1.230  | 4.306                  |
| Fifth Anniversary  | 3.076                          | 1.538  | 4.614                  |
| Vacation and Sick Time are called "Paid Time Off" or "PTO HRS" |                                |  |                        |