



# Employee Benefits Summary

Eligible Employees	Benefit Types	Effective Date / Eligibility Criteria
Full time	Medical	1st day of the month following 30 days of full time employment
Full time	Dental	1st day of the month following 30 days of full time employment
Full time	Vision	1st day of the month following 30 days of full time employment
Full time	Short-term and Long-term Disability Insurance	1st day of the month following 30 days of full time employment
Full time	Employee Assistance Program	1st day of the month following 30 days of full time employment
Full time	Group Term Life Insurance	1st day of the month following 30 days of full time employment
Full time	Voluntary Life, AD&D, Critical Illness, Accidental Coverage	1st day of the month following 30 days of full time employment
Full time	<p>Paid Time Off</p> <p>Accrued at 6.47, 8.31, and 10.16 hours per pay period dependent upon years of employment Max accrual of 360 hours Available for vacation, sick, personal time</p>	90th day of employment
Full time	<p>Extended Illness Benefit</p> <p>Accrued at 3.70 hours per pay period Max Accrual of 480 hours Available for Extended Medical Leave</p>	90th day of employment
Full time and Part time	<p>Holiday Pay</p> <p>14 designated holidays</p>	1st day of employment
Full time and Part time	<p>Birthday Pay</p>	1st day of employment
Full time and Part time	<p>Simple IRA - 2% employer contribution</p>	1st day of employment