Employee Benefits Summary

Time Off

Vacation Time

Issued as follows:
10 Vacation Days for years 0 – 5 of employment.
15 Vacation Days for years 6 – 10 of employment.
20 Vacation Days at year 11.

Employees are permitted to rollover 5 business days per year. Any other time unused will be forfeited.

Sick Time

Issued as follows:
6 Sick Days per year

Employees will be paid annually for all unused sick time.

Personal Time

Issued as follows:
3 Personal Days per year

Any unused personal time will be forfeited.

Holidays

observes the following holidays annually:

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day (two days – Thursday and Friday)
Christmas Eve
Christmas Day

Annually, additional holidays may be added as Float Days.

Insurance

offers employees health, dental, vision, life, LTD, and STD insurance

Life, LTD, and STD insurance is 100% paid by the company.

Health

Individual Policy	$136.53 / month
Employee + Spouse Policy	$273.07 / month
Employee + Child(ren) Policy	$232.11 / month
Family Policy	$389.12 / month

Dental

Individual Policy	$8.31 / month
Two-Person Policy	$17.03 / month
Family Policy	$29.24 / month

Vision

Individual Policy	$1.23 / month
Two-Person Policy	$1.89 / month
Family Policy	$3.32 / month

Please note these policies are effective from 7/1/14 – 6/30/15.