

## Benefits Overview

All new hires complete a 90 day introductory period on the job. Employees will begin accruing paid time off from their start date, but are unable to take any paid time off until completion of their introductory period.

### Vacation Time

- Each full-time employee accrues vacation time at the following rate:
  - During first year 15 days/year
  - After completion of 2 years employment anniversary 20 days/year
- Up to **80 hours** can be carried over annually.

### Holidays

- Full time employees receive the following 12 paid holidays:
  - New Year's Day
  - Martin Luther King Jr. Day (Third Monday in January – Floating Holiday)
  - President's Day (Third Monday in February – Floating Holiday)
  - International Women's Day (March 8 – Floating Holiday)
  - Memorial Day (Last Monday in May)
  - Independence Day (July 4)
  - Labor Day (First Monday in September)
  - Veterans' Day (November 11 – Floating Holiday)
  - Thanksgiving (Fourth Thursday in November)
  - Christmas Day or one day of another religious holiday in December
  - The employee's birthday (Floating Holiday)
  - One floating holiday to be used at the employee's discretion

\*Note: Floating holidays must be used by the end of each calendar year.

### Sick Leave

- 10 paid sick days per year
  - **Credited the first day** of the fiscal year
  - Cannot be carried over
- \*Can be taken in partial increments, pro-rated for all new employees\*

### Personal Time

- 3 paid personal days per year
  - **Credited the first day** of the fiscal year
  - Cannot be carried over
- \*Can be taken in partial increments, pro-rated for all new employees\*

### Disability Benefits – begin after completion of introductory period:

#### Short-Term Disability

- Transitions covers 100% of the employee's disability benefit.
- Pays 60% of employee's wages (Max. \$500.00/week) for twenty-four (24) weeks (@6 mos.)

- Vacation, personal time, and/or floating holidays can be used to compliment the disability payment

### Long-Term Disability

- Transitions covers 100% of the employee's disability benefit.
- **Begins after** one hundred eighty (180) days of absence (**@6 mos.**)
- Pays **60% of employee wages (Max. \$500.00/week)**
- If disability occurs before age sixty (60), benefits can be paid until age sixty-five (65)

### Health Insurance (begins after completion of introductory period)

- Transitions covers **100%** of employee health benefits and **90%** of one dependent, spouse, or significant other.
- Currently, there is **no cost sharing for coverage**, other than co-insurance and co-pays. If costs increase, employee cost sharing for coverage may be implemented. Each plan does have a deductible that the employee is responsible for.

### Retirement Savings Plan

- Transitions contributes a match of up to **three percent (3%)** after an employee completes 1 year of employment. Employees may enroll in the plan at any time through payroll deductions.
- Must be employed for one year to join
- Employee may contribute additional funds, up to twenty percent (20%) of her/his annual income.

### Life Insurance (begins after completion of introductory period)

- The life insurance benefit is **\$50,000**.

### Employee Assistance Program (available immediately upon start)

- Benefits full-time and regular part-time employees and their immediate family members.
- Provide up to three (3) counseling sessions per person, per situation, at no cost to the employee.

### Vision/Dental (available to enroll immediately upon start)

- Available at a group rate at the employee's expense.