



## **EMPLOYEE BENEFIT SUMMARY**

### **FRINGE BENEFITS**

**GROUP HEALTH INSURANCE**  
(Medical/Dental/Life/Disability)

Eligible on the first month after 60 Days of employment  
Available for employee working at least 30 hours per week

**QUALIFICATION PERIOD**

6 Months

**PENSION**

8% of earnings after 1 year of employment

**PERSONAL LEAVE**

Prorated based on actual hours worked

0-2 YEARS OF SERVICE

7 hours per payperiod or 182 hours per year

2-4 YEARS OF SERVICE

8 hours per payperiod or 208 hours per year

4-6 YEARS OF SERVICE

9 hours per payperiod or 234 hours per year

OVER 6 YEARS OF SERVICE

10 hours per payperiod or 260 hours per year

**EMPLOYEE WELLNESS LEAVE**

Completed 1 year before accrual begins at 1.54 hours per pay period  
Must be used by December 31st of each year

**HOLIDAYS**

12 Holidays per year including an employees birthday  
Must be in Paid status the day before and the day after

**SABATICAL LEAVE**

Employees with 5 years of service can request unpaid leave to pursue  
higher ed or other similar worthy endeavors not to exceed two years

**BEREAVEMENT LEAVE**

Up to 5 days for immediate family members

**NEW CHILD LEAVE**

Up to 40 hours of paid leave after 1 year of service

**FOSTER PARENT LEAVE**

Paid leave for foster parents who have obligations to care for foster  
children during the work week. Paid leave is available up to 1 week/quarter.

**VOLUNTEER LEAVE**

Up to 4 hours per month to volunteer in the community

**FAMILY AND MEDICAL LEAVE**

Up to 12 weeks of unpaid leave  
Employees must have worked at least one year and at least 1250 hours

**MILITARY LEAVE**

10 working days per calendar year

**JURY DUTY**

Maximum of 30 working days per year

**CONTINUING EDUCATION**

Assistance with the cost of tuition, fees and books for 2 courses per term