



Benefit Summary Sheet

Employee Assistance Program

*(EAP) Company -sponsored resource that helps with life challenges
Supportline provides confidential, professional counseling for personal work -
related concerns*

Identity Protection Service

*Daily credit bureau monitoring
Annual credit bureau score
Score Tracker*

Paid Time Off (PTO)

*Full & Part time eligible
Based on hours worked and length of service
(example) full time new hire annualized 40-hour work week
17 paid days*

Floating Holiday

*(1) company paid day
Accrual starts 1/1 annually
Must be used within the calendar year*

Observed Company Paid Holidays

*New Year's Day
Memorial Day
Fourth of July
Labor Day
Thanksgiving
Christmas*



Bereavement Leave

Full time employee

Event of the death immediate family member

(3) days granted

Part time employee

(1) day granted

Education Reimbursement

Full time regular employee (1) year service

Job related courses up to \$1500

Seminars up \$300

401(K) Plan

Retirement saving available through pre-tax payroll deductions

First 3% matched dollar for dollar

Next 2% matched .50 cent on the dollar

Eligible 1 yr of employment