BENEFITS SUMMARY

Eligible Employees  Full-Time and/or Part-Time (30+ hours) with half benefits of full time

Sick Leave  12 days/year

Holidays  New Year’s Day  Independence Day
         Martin Luther King Day  Labor Day
         Chinese New Year’s Day  Thanksgiving Day
         Good Friday  Day after Thanksgiving
         Memorial Day  Christmas Day
Floater based on day of Christmas (falls on Tuesday or Thursday).

Vacation  

Exempt Staff  Non-Exempt Staff  Regular Part Time
(30 hours or more/week)

10 Days – 1st Year  10 Days – 1st Year  5 days (40 hours/1 week) – 1st Year
15 Days – 2nd Year  12 Days – 2nd Year  6 days (48 hours/1 week & 1 day) – 2nd Year
20 Days – 8th Year  17 Days – 8th Year  8.5 days (68 hours/1 week 3.5 days.) – 3rd Year

Anniversary Day  One day/year – Day off for work anniversary.

Bonus Days  Two days per year (earned for not taking any sick days)

Personal Days  Two days/year

Marriage Day  One day per employee – if getting married

Bereavement Day  Three days

Health Benefits

Medical  Dental  Vision  HSA/FSA
Short Term Disability  Long-Term Disability  Life Insurance/AD&D

Retirement - 401(k)

- Safe Harbor:  3% of compensation (100% vested after one year).
- Discretionary Profit Sharing:  2% of compensation (100% vested after three year).
- Employer Matching:  2% of your self-contribution but capped to 2% of your compensation.

Rev: 10/2018