



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

<i>Exempt Staff</i>	<i>Non-Exempt Staff</i>	<i>Regular Part Time (30 hours or more/week)</i>
10 Days – 1 st Year	10 Days – 1 st Year	5 days (40 hours/1 week) – 1 st Year
15 Days – 2 nd Year	12 Days – 2 nd Year	6 days (48 hours/1 week & 1 day) – 2 nd Year
20 Days – 8 th Year	17 Days – 8 th Year	8.5 days (68 hours/1 week 3.5.days.) – 3 rd 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.