



## **SUMMARY OF EMPLOYEE BENEFITS**

### **1. Health, Dental & Vision Insurance**

- Health insurance plan provides employees access to medical, dental, and vision insurance benefits. These benefits are paid 100% by Region 10. Full time employees working at least 32 hours per week are eligible to participate in the health insurance plan.
- Benefits Coverage for the employee's spouse or dependents may be available at the expense of the employee and subject to the regulations of the insurance carrier.
- Employees are eligible for health insurance benefits on the 1<sup>st</sup> day of the month following employment.

### **2. Deferred Compensation Plan (Retirement)**

- Employees are eligible to make contributions from your pay starting the fourth pay period from your hire date.
- The 401a Plan is mandatory and requires each employee to contribute 3% of gross pay to the plan, tax deferred, which is matched by an equal contribution by Region 10.
- The 457 plan is voluntary. Employees may contribute to the 457 Plan in any amount up to the federally defined annual limit, tax deferred. Region 10 will match the first 2% of gross pay contributed by the employee.
- Employees are 100% vested in Employer Contributions upon participation in the Plan(s).

### **3. Paid Holidays (11 days per year)**

- New Year's Day (January 1)
- Martin Luther King, Jr. Day (third Monday in January)
- Presidents' Day (third Monday in February)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Veteran's Day
- Columbus Day (second Monday in October)

- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving (fourth Friday in November)
- Christmas Day (December 25)
- Other federal or state holidays as approved by the Board of Directors

#### **4. Paid Vacation**

- Full-time and part-time employees scheduled to work over 48 hours per pay period may begin to accrue and use vacation time immediately upon employment. Eligible employees accrue vacation at the rate of 0.057 hours per hour worked. For a full-time employee this equates to 120 hours (15 days) of vacation each year.

#### **5. Paid Sick Leave**

- Eligible employees will accrue sick leave benefits at the rate of .046 hours per hour worked. For full-time employees, that equates to 12 days per year. Accrual of sick leave benefits begins on the first day of employment.
- Region 10 provides paid sick leave benefits to all eligible employees for periods of temporary absence due to personal illnesses, injuries, or appointments with a health professional or to care for immediate family members who have such illnesses, injuries, or appointments. For purposes of this policy, immediate family includes spouse or domestic partner, children, or parents.
- Public Health Emergency Leave for federal declared public health emergencies.

#### **6. AFLAC-Voluntary Benefit**

- This is a voluntary benefit only and may be paid pre-tax. It is not paid for by Region 10.
- Employees may sign up for this benefit after 60 days of employment and the 1<sup>st</sup> day of the following month.
- If an employee does not sign up for Aflac at the time of employment, Open Enrollment is from February 1<sup>st</sup> to March 31<sup>st</sup> each year. The employee will be eligible at this time. Policy renewals are on April 1<sup>st</sup> of each year.