

Employee Benefits



Vacation: 1-60 months 112.5 hours (3 weeks)
61-180 months 150.0 hours (4 weeks)
181 + months 187.5 hours (5 weeks)

Holidays: 13 days per year **Sick Leave:** 12 days per year **Personal Time Off:** 7 days per year

Office Closed between Christmas and New Year's Day

Philadelphia Part-Time Employee Sick Leave: One hour earned per 40 hours worked.

Commuter Benefits: \$270 per month (Max).

Retirement (401k) Plan:

Empower - 1 year waiting period for full-time employees. Employer Contribution 10% Employee Voluntary Contribution: up to allowed maximum

Medical & Prescription Plan Year June 1 – May 30

Highmark Blue Shield – Begins the 1st of the month following employment, \$250 Deductible & \$1500 Deductible Plans Available. Employee co-pay: Formula based on salary and covered election.

Vision: Plan Year June 1 – May 30
Highmark

Dental: Plan Year June 1 – May 30
United Concordia. No charge for semiannual checkup. Co-Pay and deductible apply for most other dental work. \$1,500 Max in calendar year.

Section 125 Plan: Plan Year Jan 1 – Dec 31
Benefit Design - Employee paid.
Flexible Spending Account (\$2650 limit), Day Care (\$5000 limit), Medical co-pay

Health Savings Account for employees selecting \$1500 deductible plan.

Employee Assistance Program Plan Year Aug – July
BHS

Life Insurance: Plan Year June 1 – May 30
Mutual of Omaha – Employer paid Group Term Insurance at two times annual salary up to \$100,000 Max. \$5,000 each dependent

Short and Long-Term Disability: Plan Year June 1 – May 30
Mutual of Omaha - Employer paid
Benefits begin the 1st of the month following employment.

All Employee Benefits are for Full Time Employees only, unless otherwise noted. The full-time work week is based on 37.5 hours per week. The benefits are subject to change.