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.

04/2022