



HUMAN RESOURCES DEPARTMENT
Benefits Summary

INSURANCE

Health and Prescription, Dental, Vision, and Flexible Spending Account benefits are voluntary. Life and Accidental Death & Dismemberment are employer paid and are available to employees who work 30 hours per week or more. Employees are eligible for benefits on the first of the month following 60 days of employment.

PAID LEAVE

Regular employees who work 20 hours per week or more have the following paid leave available on a pro-rated basis to use after six months of continuous employment. Leave provided during the first calendar year of employment may be carried over to the following year. After the first calendar year of employment, employees may carry over a maximum of one week of paid leave from June to July and December to January.

<u>If hired in:</u>	<u>Amount of Annual Leave</u>	<u>If hired in:</u>	<u>Amount of Annual Leave</u>
January	120 hours	July	60 hours
February	110 hours	August	50 hours
March	100 hours	September	40 hours
April	90 hours	October	30 hours
May	80 hours	November	20 hours
June	70 hours	December	10 hours

January 1st thereafter:

<u>Full calendar year(s) of service:</u>	<u>Annual leave is:</u>
1 st and 2 nd year	120 hours (15 days)
3 rd and 4 th year	160 hours (20 days)
5 th and longer	200 hours (25 days)

- Paid leave will be distributed semi-annually (First full pay period of January and July of each year) and must be used within 6 months of the distribution.
- Employees may use up to 3 (three) days of paid leave for personal illness during their initial employment period.
- Leave may be used for sick time, personal time or vacation upon successful completion of initial employment period.
- Employees also accumulate non-vesting disability leave at a rate of 10 days per year of until they reach a maximum of 240 hours. This disability leave is to be used for FMLA qualifying illnesses lasting beyond five days.

HOLIDAYS

All regular employees scheduled to work 20 hours or more will receive 8 paid holidays per year (pro-rated for part-time). If you are employed prior to January 1 and/or July 1 in the current year, you will receive 2 (two) floating holidays to be used by December 31st of the current year. You must be actively employed as of the time of distribution to receive the floating holiday.

401 K PLAN

After meeting the eligibility criteria (the 1st of the month following 60 days of employment), employees are eligible to participate in the 401(k) plan. David Lawrence Center matches employee contributions beginning on the 1st of the month following one (1) year of service as follows based on length of service:

Up to 5 years	5%
6 -10 years	6%
10 plus years	7%

ALTERNATIVE WORK SCHEDULES*

David Lawrence Center's normal business hours are 8:00 am to 5:00 pm Monday through Friday. Most non-residential programs close at 3:00 p.m. on Friday. However, we offer non-mandatory staff the opportunity to request an alternative schedule, examples of which are:

- 7:00 a.m. to 3:00 p.m.
- 8:00 a.m. to 4:00 p.m.
- 9:00 a.m. to 5:00 p.m.
- Four 10-hour work days

Participation in the alternative work schedule program is at the discretion of the direct supervisor and service director and must not impede delivery of service or program coverage.

OTHER AVAILABLE BENEFITS FOR DAVID LAWRENCE CENTER EMPLOYEES:

- Employees Assistance Program (*Employee Assistance Services of Southwest Florida*)
- Enterprise Rent-A-Car discount
- Wellness discounts
- Corporate partnerships (Legoland, Verizon, Hodges University)
- Discounted banking Services
- Supplemental Voluntary Benefits: Allstate (Critical Illness, Short Term Disability, Hospital Confinement and Accident)
- Discounted employee meals

Please contact Human Resources for additional employee benefits from corporate partners.

* This benefit may/may not be permitted in certain departments.