



## *Holly Ridge Center*

*“A Place of Hope for Children and Adults with Differing Abilities”*

**January 1, 2009 – December 31, 2010**

### **SUMMARY OF HOLLY RIDGE CENTER EMPLOYEE BENEFITS**

Holly Ridge Center cares about its employees and is committed to offering one of the most competitive employee benefit packages in the field.

#### *Paid Time Off (PTO)*

- Allows you to enjoy vacations, to use as sick leave or for personal business as needed. The amount of PTO is based on the number of regular hours you work per week and your length of service completed.
- PTO may be taken by separate hours, days, or weeks.
- During the 6 month introductory period, part time and full time employees are not eligible to use PTO, except for illness or injury. However, PTO is accrued from the first day worked and employees can use PTO after the 6 month introductory period for time off with the mutual consent of management. In addition to PTO, each employee has the benefit of one Personal Leave Day each year, after the introductory period of 6 months.

#### *Paid Holidays*

- New Year's Day, Martin Luther King Holiday, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the Day after Thanksgiving and Christmas Day.

#### *Health Insurance - Regence BlueShield*

- Cost to employee - \$15.00 per pay period, (\$30.00) per month. Included is Dental and Vision coverage.
- Freedom to choose the doctors and hospitals that best suit you and your family.
- Access to additional insurance, AFLAC, through payroll deduction.

#### *Life Insurance/Short and Long Term Disability*

- These benefits are provided to employees who work 20 hours or more a week.
  - Life Insurance, \$15,000 to your beneficiary. (No cost to our Employees.)
  - Long Term and Short Term disability Insurance provides you with income protection if you become disabled. (No cost to our Employees.)

#### *401(k) Retirement Plan and Match*

- Employees who have one year of service and 1000 hours worked are eligible to participate in the plan.
- Saving is easy with automatic payroll deduction, with pre-tax dollars, into the investment options of your choice. Fund is managed through American Funds.

#### *Employer Paid Benefits*

- Average Cost of Employee Benefits, not including PTO is \$572.90 per month / \$6,874.84 per year.