

Policy: Benefits and Leave
 Policy #: HR04
 Effective Date: 1/24/17

The ELCFV and its Board of Directors are committed to offering a competitive total compensation package for employees. This includes providing a variety of benefits to eligible employees of ELCFV. Full-time employees who are regularly scheduled to work 40 or more hours per week are eligible to utilize company benefits beginning the first day of the next month following the 90-day introductory period. Part-time employees who work less than 40 hours per week are not entitled to ELCFV benefits. The ELCFV reserves the right to amend or terminate any of these voluntary programs at any time, based on business needs.

Benefits may include:

1. Health and Dental Insurance Coverage with ELCFV paying a portion of the employee's individual rate.
2. Life Insurance with ELCFV funding coverage under this policy in the amount equal to one year of current salary (\$50,000 max) per employee on behalf of the employee. This is term insurance that remains in effect while the employee remains an active employee of ELCFV.
3. Short Term Disability Insurance.
 - a. Employees may elect additional coverage from a disability insurance company, at their own expense.
4. Retirement savings account.

The compensation package includes ten standard holidays.

The compensation package also includes paid time off (PTO) earned by employees who average a minimum of forty (40) work hours per week.

1. Hours are accrued per the following schedule:

Level	Years of Service	Accrual Rate Per Pay Period	Total # Hours/Days Accrued Per Year	Maximum Banked Personal Leave Time Allowable
1	0-2 years	6.77 hours per pay period	192 hours/22 days	320 hours
2	3-4 years	7.38 hours per pay period	208 hours/24 days	320 hours
3	5+ years	8 hours per pay period	224 hours/26 days	320 hours

2. If ELCFV terminates employment, the employee will forfeit any unused PTO. If the employee resigns, the employee is paid out the remaining balance of banked hours up to a maximum of 80 hours of PTO pay if they have worked past their introductory period and have given adequate notice.
3. Managers and employees in identified positions will be required to take at least one week of consecutive leave per year. These positions will be identified in the Job Descriptions.

ELCFV also provides other leave types as follows:

- a. Jury Duty or Appearances required by Subpoena
- b. Military Service
- c. Bereavement
- d. Leave of Absence – Time off without pay
- e. Family Medical Leave Act compliance time off
- f. Workers' Compensation related time off