

Policy: Benefits and Leave

Policy #: HR04

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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 all ELCFV benefits, however can earn 3 hours of PTO per payroll period (must average no less than 20 hours per week). 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. Voluntary options - the following are available at the employee's cost with no contribution from the employer:
 - a. Dependent health or dental coverage
 - b. Short-term disability coverage
 - c. Voluntary employee and/or dependent life insurance
 - d. Employee/dependent supplemental coverage
4. Retirement savings account
5. Tuition Reimbursement
6. Ten standard paid holidays when each falls/is observed on a workday paid at average hours (must average no less than 20 hours per week).

New Year's Day

Martin Luther King Day

Presidents Day

Memorial Day

Independence Day

Labor Day

Veteran's Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve through New Year's Eve

7. Paid time off (PTO) as earned by employees who average no less than 20 hours per week.
a. 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 |
|-------|------------------|-----------------------------|-------------------------------------|----------------------------------------------|
| PT | ALL | 3 hours per pay period | 78 hours | 78 hours |
| 1 | 0-2 years | 6.77 hours per pay period | 176 hours/22 days | 320 hours |
| 2 | 3-4 years | 7.38 hours per pay period | 192 hours/24 days | 320 hours |
| 3 | 5+ years | 8 hours per pay period | 208 hours/26 days | 320 hours |

1. 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 (40 hours if part-time) pay if they have worked past their introductory period and have given adequate notice.
2. Directors and employees in identified positions will be required to take at least 5 days of consecutive leave per year. This requirement will be identified in the applicable 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. Medical Leave
- f. Workers’ Compensation related time off