

**Policy: Benefits and Leave**

**Policy Number: HR04**

**Effective Date: 7/1/2021**

**Board Approved: 6/29/21**

**Editions: 1/24/17, 6/25/19**

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 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. Nine standard paid holidays (to correspond with the State's holiday schedule). Paid when each falls/is observed at average hours (must average no less than 20 hours per week).

New Year's Day	Martin Luther King Day
Memorial Day	Independence Day
Labor Day	Veteran's Day
Thanksgiving Day	Day after Thanksgiving
Christmas Day	

In addition, one "floating holiday" per year will be awarded. Floating holidays may not be carried over to following year if not used.

\*ELCFV will observe any additional holidays the Governor of Florida awards to state employees. For example, Christmas Eve and New Year's Eve have been awarded in the past but are not guaranteed.

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	3.962 hours per pay period	103 hours	160 hours
1	0-2 years	8 hours per pay period	208 hours/26 days	320 hours
2	3-4 years	8.615 hours per pay period	224 hours/28 days	320 hours
3	5-9 years	9.231 hours per pay period	240 hours/30 days	320 hours
4	10+ years	12.462 hours per pay period	324 hours/40.5 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. Employees going from full-time to part-time status will be paid out up to 80 hours of their PTO and carry remaining balance (up to limit) to be used at their PT rate.
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