

## Habitat for Humanity Lakeside Benefit Information for Eligible Employees

Benefit eligible employees at Habitat for Humanity Lakeside are employees who are classified as regular full-time employees who work 30 or more hours per week in a year-round role.

### Paid Time Off (PTO)

PTO begins accruing immediately after hire. PTO hours accrue each paycheck. New hires are eligible to begin using PTO after 60 days. PTO accrual happens on a calendar year basis and is accumulated based on employment category according to the chart below.

Employment Category	Length of Service	PTO Days	Accrual/ Paycheck
Regular full-time employee <i>(37-40 hours per week)</i>	0 to 2 years	120 hours per year <i>(15 days/3 weeks/8 hours/day)</i>	4.62 hrs/paycheck
	2 to 6 years	160 hours per year <i>(20 days/4 weeks/8 hours/day)</i>	6.15 hrs/paycheck
	7+ years	200 hours per year <i>(25 days/5 weeks/8 hours/day)</i>	7.69 hrs/paycheck
Regular full-time employee <i>(34-36 hours per week)</i>	0 to 2 years	105 hours per year <i>(15 days/3 weeks/7 hours/day)</i>	4.04 hrs/paycheck
	2 to 6 years	140 hours per year <i>(20 days/4 weeks/7 hours/day)</i>	5.38 hrs/paycheck
	7+ years	175 hours per year <i>(25 days/5 weeks/7 hours/day)</i>	6.73 hrs/paycheck
Regular full-time employee <i>(30-33 hours per week)</i>	0 to 2 years	90 hours per year <i>(15 days/3 weeks/6 hours/day)</i>	3.46 hrs/paycheck
	2 to 6 years	120 hours per year <i>(20 days/4 weeks/6 hours/day)</i>	4.62 hrs/paycheck
	7+ years	150 hours per year <i>(25 days/5 weeks/6 hours/day)</i>	5.77 hrs/paycheck
Regular part-time employee	n/a	not eligible	n/a
Temporary employee	n/a	not eligible	n/a

### Paid Holidays

Regular full-time employees are eligible for 10 paid holidays during each calendar year. They include: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day Following Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve.

### Medical, Dental and Vision Insurance

Regular full-time employees are eligible to participate in the Affiliate's group insurance plan for medical, dental and vision insurance. Employees become eligible to participate on the first day of the month after 60 days of employment. The Affiliate pays for 70% of the premium for these plans and the employee pays for 30% of the premium.

### Life Insurance and Short- & Long-Term Disability Insurance

Regular full-time employees are eligible to participate in the Affiliate's group insurance plan for life insurance and short- & long-term disability insurance. Employees become eligible to participate on the first day of the month after 60 days of employment. Life insurance is fully sponsored by the Affiliate which means there is no cost to the employee.

### Retirement Plan

Regular full-time employees are eligible to participate in the Affiliate's retirement plan through Thrivent Financial. Employees become eligible to self-contribute to the plan on the first day of employment. Employees become eligible for an employer match of 3% after they have reached earnings of \$5,000 with the Affiliate.

### Other

Other benefits offered to employees include Habitat branded apparel, mileage reimbursement and professional development opportunities. Some employees will be issued a work vehicle or work cell phone.