

ADDITIONAL BENEFITS



Holidays

The company provides 11 paid holidays a year including Martin Luther King Jr.'s birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas, and New Years.

Paid Time Off

Paid time off (PTO) is an accrued, vested benefit based on years of service that provides regular compensation for time taken off from work. PTO allocation is determined by the company's accrual schedule and years of service, and is accrued by pay period, with the exception of a feature that allows an employee to request an advance of up to 40 hours. The PTO cap is 2.0 times annual accrual.

Paid Time Off Schedule

Years of Service	Hours Accrued Annually	Maximum Accrual Amount (Hours)
0 – 4	112	224
5 – 7	144	288
8 – 9	152	304
10 – 13	160	320
14 – 16	168	336
17 – 19	176	352
20 – 22	184	368
23 – 25	192	384
26+	200	400

Tuition Reimbursement

Annual education assistance cap of \$5,250 per calendar year.

Additional Benefits

- Bereavement Leave
- Employee Discount Program
- Jury Duty/Witness Pay
- Long Service and Retirement Awards