

Burke Center

9/1/09

BURKE CENTER BENEFITS AT A GLANCE

<u>Benefit</u>	<u>Who Pays</u>	<u>Eligibility</u>	<u>Benefits Received</u>
Holidays	Burke Center	Upon Employment	9-11 Holidays
1.	Labor Day		(1 day)
2.	Thanksgiving Holidays		(2 days)
3.	Christmas Holidays		(2 days)
4.	New Year's Day		(1 day)
5.	Martin Luther King Day		(1 day)
6.	Presidents' Birthday		(1 day)
7.	Good Friday		(1 day)
8.	Memorial Day		(1 day)
9.	Independence Day		(1 day)

A religious holiday may be substituted for a paid holiday at the request of an employee with the approval of the appropriate Director of Operations. If an employee is required by his supervisor to work on a paid holiday, another day off with pay will be substituted within ninety (90) days after the date of the holiday.

Holidays cannot be accumulated and are subject to loss if not taken within the time limit specified. Holidays may not be taken before the actual holiday occurs. Additional paid holidays for special occasions may be approved by the Board of Trustees during the year. Holidays are not granted to employees on Leave-Without-Pay.

BURKE CENTER FY 2010 HOLIDAY SCHEDULE

HOLIDAY	AGENCY STATUS	DATE	DAY OF WEEK
Labor Day	Closed	September 7, 2009	Monday
Thanksgiving Day	Closed	November 26, 2009	Thursday
Day after Thanksgiving	Closed	November 27, 2009	Friday
Christmas Eve Day	Closed	December 24, 2009	Thursday
Christmas Day	Closed	December 25, 2009	Friday
New Year's Day	Closed	January 1, 2010	Friday
Martin Luther King, Jr. Day	Closed	January 18, 2010	Monday
President's Day	Closed	February 15, 2010	Monday
Good Friday	Closed	April 2, 2010	Friday
Memorial Day	Closed	May 31, 2010	Monday
Independence Day	Closed	July 5, 2010	Monday

<u>Benefit</u>	<u>Who Pays</u>	<u>Eligibility</u>	<u>Benefits Received</u>
Vacation	Burke Center	Six months after employment	Full-time employees accrue eight (8) hours of vacation time per month for the first five years.

Employees accrue vacation time on the basis of the following schedule:

- First 5 years of employment - 8 Hrs./Month (12 days/yr)
- Five (5) years but less than 10 - 9 Hrs./Month (13.5 days/yr)
- Ten (10) years but less than 15 - 10 Hrs./Month (15 days/yr)
- Fifteen (15) yrs. but less than 20 - 12 Hrs./Month (18 days/yr)
- Twenty (20) years and over - 14 Hrs./Month (21 days/yr)

If you were hired before the 15th of the month, vacation accrual will begin on the last day of your first month of employment. If you were hired after the 15th, your vacation accrual will begin on the last day of the month following your month of hire.

Accrual will commence during the first month of employment, but new employees must have completed six (6) months of continuous service and have been removed from conditional status before they are eligible to take any part of their accrued vacation. The scheduling of all vacation time should always be with the prior approval of an employee's supervisor.

Advance vacation may be approved by a Director of Operations in cases of emergency, including cases where the employee is still in the conditional employment period.

The maximum vacation time that can be carried forward into any fiscal year will be limited to a two-year accrual.

<u>Benefit</u>	<u>Who Pays</u>	<u>Eligibility</u>	<u>Benefits Received</u>
Sick Leave	Burke Center	At end of first month of employment, if hired by the 15th. At the end of second month of employment if hired after the 15th.	At the end of each month all full-time employees accrue eight (8) hours of sick time.

<u>Benefit</u>	<u>Who Pays</u>	<u>Eligibility</u>	<u>Benefits Received</u>
Mental Health Leave	Burke Center	Six months after employment.	Up to two (2) days each fiscal year.
Bereavement Leave	Burke Center	Upon Employment	Maximum of three (3) days leave with pay.
Jury/Witness Duty	Burke Center	Upon Employment	Leave with pay.
Military Leave	Burke Center	Upon Employment	Maximum of fifteen (15) days leave per year.
Workers' Compensation	Burke Center	Upon Employment	Coverage for cost of injury that occurs on the job.
Educational Flextime	Burke Center/ Employee	Six months after employment.	Paid time off for up to four (4) semester hours per employee to provide opportunity for training and education.
Employee Medical & Dental Insurance	Employee (See attached premium sheet)	Full-time employee coverage begins on the 1st of the month following employment.	Comprehensive major medical and dental coverage PPO Plan. Dependent coverage at a group rate.
Disability Insurance	Burke Center	Coverage begins the 1st of the month following employment.	Beginning 90 days after employee becomes disabled, pays 60% of salary up to \$7,000.00 per month.
Life Insurance	Burke Center	Full-time employee coverage begins on the 1st of the month following employment.	Two times annual salary rounded up to nearest thousand.

<u>Benefit</u>	<u>Who Pays</u>	<u>Eligibility</u>	<u>Benefits Received</u>
Supplemental Life	Employee	Full-time employee coverage begins on the 1 st of the month following employment	Up to five times annual salary rounded to the next ten thousand. Dependent coverage at a group rate.
Retirement Plan	Burke Center	Upon Employment	An amount equivalent to 8% of annual salary contributed for retirement. You become vested in your retirement account as follows: 25%/2 years participation 50%/3 years participation 75%/4 years participation 100%/5 years participation
TSA	Employee	Upon Employment	Employees may invest in a Tax Sheltered Annuity. These contributions are deducted from your salary and are not taxable until withdrawn.
Credit Union	Employee/Member	Upon Employment	Saving with payroll deduction upon request at the GENCO Credit Union.
Social Security	N/A	N/A	Burke Center opted out of SS Plan--6% increase in employee paycheck.