



DEPARTMENT OF HUMAN RESOURCES

EMPLOYEE BENEFITS

- Paid Holidays
- Vacation Leave
- Sick Leave
- Personal Leave
- 457 Supplemental Retirement (Deferred Compensation Plan)
- 401K Supplemental Retirement (Department Heads)
- Pension Plan
- Long-Term Disability
- Short-Term Disability (Voluntary)
- Direct Deposit
- Employee Assistance Program (EAP)
- Life Insurance
- Medical
- Dental
- Vision (voluntary)
- Flexible Spending Account (FSA)
- Dependent Care Flexible Spending Account

Paid Holidays

- New Year's Day
- Martin Luther King Jr's Birthday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the Day After
- Christmas (Is this Christmas and the Day after?)
- One-half Day preceding New Year's Day (January 1 falls on Tuesday, Wednesday, Thursday or Friday)

Vacation Leave

Vacation Leave is accrued as follows:

0-4 Years of Completed Service	3.077 (3.08) Hours Bi-weekly
5-14 Years of Completed Service	4.616 (4.62) Hours Bi-weekly
15-19 Years of Completed Service	6.154 (6.20) Hours Bi-weekly
20+ Years of Completed Service	7.693 (7.70) Hours Bi-weekly

Personal Leave – Personal Leave may be used for personal needs including personal or family illness or other purposes at the discretion of the employee.

Sick Leave – Sick Leave may be used in the event illness or disability of the employee or the employee's immediate family member.

Sick leave is accrued as follows:

Upon Hire – 2.46 Hours Bi-weekly