

**Wings for Children & Families, Inc.
Human Resources Department
Summary of Employee Benefits**

**NOTE: Benefits are pro-rated for individuals working less than 40 hours per week.
See Human Resources Manager for details**

Vacation:

1st year of employment - 3 weeks (15 days per year) – 4.62 hours per pay period
Upon completion of 12 months - 4 weeks (20 days per year) – 6.16 hours per pay period
Upon completion of 4th year - 5 weeks (25 days per year) – 7.70 hours per pay period

Vacation time begins accruing immediately and there is no waiting period prior to using vacation time. All vacation hours accrued upon resignation or termination from the agency is paid to employee on the next regularly scheduled payday. You must have accrued vacation hours before taking any vacation.

Sick:

10 days per year – 3.08 hours for 25 pay period and 3.00 hours for 1 pay period

Sick time begins accruing immediately and there is no waiting period prior to using sick time. Sick time may be utilized if immediate family members are ill and you need to be home with them. Sick hours accrued upon resignation or termination from the agency are not paid to the employee.

Holidays:

12 holidays per year, as outlined below:

New Year's Day	Martin Luther King Jr. Day
President's Day	Patriot's Day
Memorial Day	Independence Day
Labor Day	Columbus Day
Veteran's Day	Thanksgiving Day
Day after Thanksgiving	Christmas Day

Medical:

Wings pays 90% of the health insurance premium for employees working 40 hours per week. This insurance is offered through Anthem and Allstate "gap insurance" (combined plan). Part-time employees working at least 20 hours per week are eligible to participate in the plan and Wings pays a pro-rated share of their benefit, based on the average number of hours worked per week. Employees are eligible for insurance the first day of the next month following date of hire. Spouse and dependent coverage is available at the employee's expense.

Life/Short & Long-term Disability/AD&D:

Wings pays 100% of coverage to employees working at least 20 hours per week through Lincoln Financial Group. Employees working less than 20 hours per week are not eligible to participate in the plan. Employees are eligible the first day of the next month following their date of hire. Additional life insurance up to 7 times yearly salary to a maximum of \$300,000 is available at the employee's expense on a pre-tax basis. Life insurance for spouse is available (limited to one-half the benefit of employee) as is dependent life insurance (up to \$10,000 per child)

Dental:

Wings pays 100% of coverage to employees working at least 20 hours per week through MetLife. Employees working less than 20 hours per week are not eligible to participate in the plan. Employees are eligible the first day of the next month following their date of hire. Spouse and dependent coverage is available at the employee's expense.

Aetna-Flexible Spending Account (FSA):

Up to \$1,500 per year may be set aside on a pre-tax basis for payment of medical expenses not covered by insurance (i.e. co-pays, etc); payroll deduction.

John Hancock-Retirement Plan:

Wings also offers a 401K plan to its employees; payroll deduction.

AFLAC-Cancer & Accident Insurance (HRH):

This plan is offered to employees at their own expense; payroll deduction.

Traveler's or Maine Mutual Insurance-Automobile and Homeowners (or Renters) Insurance (HRH):

This insurance covers motorcycle, boat, ATV, RV, and mobile home insurance; payroll deduction.

Legal Shield:

Offered to employees at their own expense; payroll deduction.

Mileage Reimbursement

Wings reimburses employees for all miles traveled during the course of their work at \$.44/mile.