# Benefits Resources

The following information is a summary of benefits offered to eligible employees. For detailed information on health benefits coverage and eligibility, contact Human Resources at hr@pavir.org.



### Health Benefits:

Full-time (30 hours/week or more) employees are eligible for our health benefit plans. We offer medical (PPO, HMO, and HDHP), dental (PPO), and vision plans. Benefits coverage begins on the first of the month coinciding / following your date of hire. Your contribution towards your benefit coverage, if any, will be deducted from your paycheck each pay period.

Employees can elect coverage for one of the following categories:
1) Employee only, 2) Employee + spouse/domestic partner, 3) Employee + dependent children, or 4) Employee + family.

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### Other Insurance:

Full-time employees are eligible for Life Insurance and Accidental Death & Dismemberment (AD&D) equal to $100,000 at no cost to the employee. Eligible employees have the option to purchase additional Life and AD&D insurance for the themselves and their dependents.

PAVIR also provides eligible employees with Short and Long Term Disability benefits at no cost to the employee.

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### Tax Deferred Plans:

Full-time employees can set up Flexible Spending Accounts (FSAs) for eligible medical and dependent day care expenses.

In addition, we offer commuter benefits for eligible mass transit and parking expenses.

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### 401(k):

All employees are eligible to participate in our 401(k) plan upon their hire date.

On the 1st of the month following 12 months of service, employees are eligible for employer match (up to 6% of eligible compensation each pay period) and will receive an automatic employer profit sharing contribution (equal to 3% of your

eligible compensation each pay period).



## Holidays:

Eligible PAVIR employees will receive holiday pay for the following holidays (as well as any additional holidays declared by the President):

- New Year’s Day
- Martin Luther King, Jr. Day
- Presidents’ Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day & Friday following Thanksgiving
- Christmas Eve & Christmas Day
- New Year’s Eve



## Vacation

Full-time employees accrue vacation hours based on hours paid each pay period with a maximum accrual cap of 240 hours. Accrual rates are based on length of service, which may be adjusted based on the employee’s prior creditable service.

| 0 – 3 years of service: | 3 – 15 years of service: | 15+ years of service: |
|---|---|---|
| 5% accrual rate | 7.5% accrual rate | 10% accrual rate |



## Sick Leave:

Full-time regular employees accumulate sick hours at a rate of 5% of the hours paid each pay period with a maximum accumulation cap of 1,040 hours. The accumulation rate is not subject to an adjustment based on prior service.

All part-time and temporary employees working more than 30 days in a calendar year are eligible to accumulate sick hours at a rate of 3.33% of the hours paid each pay period with a cap of 48 hours.



**Miscellaneous Benefits:**

All employees are eligible for the Employee Assistance Program (EAP) and various employee discounts.