

# Bridges For Brain Injury, Inc.

## 2024 Employee Benefits Package

### Benefits Overview

Bridges For Brain Injury, Inc. prides itself in providing a high level of excellent benefits to eligible employees (after their 30/90-day probationary period has been fulfilled). Please see the Human Resource Director about the required timeframes for each benefit. Eligible employees will receive benefits information and may elect to be enrolled in the various group plans. Bridges For Brain Injury, Inc. and its benefit plan administrators reserve the right to determine eligibility, interpretation, and administration with respect to benefit plans. The group plan and other fringe benefits currently offered to regular, full-time employees are:

- Excellus Simply Blue Health Insurance: Bridges contributes \$400 towards monthly premiums of Co-Pay Plans or High Deductible Plans
- Payroll Deduction Cetera IRA Retirement Plan
- Voluntary Guardian Dental Plan
- Voluntary Guardian Vision Plan
- Voluntary AFLAC Sickness, Hospitalization, Accidental and/or Cancer Plans and Life Insurance
- My BetterBenefits Employee Discount Plan
- Mass Mutual Life Insurance
- Short-term Disability Plan
- 8 Paid Holidays

### Paid Time Off

Paid time off (PTO) is a system of providing vacation time, personal and sick leave for eligible employees. This system is more flexible than separate vacation, personal and sick leave time.

Full-time (37.5 hours a week) hourly employees and salaried employees are eligible for PTO. You earn paid time off from the beginning of your employment with the organization; however, you cannot utilize paid time off until you have completed your first ninety (90) days of employment.

Paid Time Off is prorated based on the number of hours worked on an employee's regular schedule and is earned for each full work month in a calendar year:

<u>Years of Employment</u>	<u>Number of Days/Hours</u>
37.5 Hours 1 <sup>st</sup> /2 <sup>nd</sup> Year	15 Days or 112.5 Hours (earned @ a rate of 9.37 hours for each full month worked)
30 Hours 1 <sup>st</sup> /2 <sup>nd</sup> Year	12 Days or 90 Hours (earned @ a rate of 7.5 hours for each full month worked)

*\*Employees will receive prorated PTO in his/her first year of employment, depending on the employee's date of hire*