



- **Basic Term Life & Accident Insurance**

two times your annual salary.

- **Additional Term Life Insurance**

You may purchase additional term life for yourself or your eligible dependents at reasonable group rates.

- **Supplemental Insurance**

account.

**Time O**

- **Vacation Leave**

- **Sick Leave**

- **Sick Leave Bank**

Employees who have exhausted their sick leave, personal days, and all but 80 hours of vacation leave due to their own medical condition, or a medical condition of an immediate family member may request donated sick leave.

- **Personal Leave**

3 paid days effective on date of hire and every

30 unpaid days each calendar year available with approval.

- **Holidays**

July 4th.

- **Bereavement Upon Death of Immediate Family**

year for all employees with family members or loved ones who have died.

- **Parental Leave**

adoption of, a child. For employees with less than one year of service, parental leave is pro-rated in the amount of one week for each month or partial month of service.

approved courses up to a lifetime maximum of