



# EMPLOYEE BENEFITS SUMMARY

# 2025

<i>Employee Benefit</i>	<i>Eligibility</i>	<i>Benefit Description</i>
<b>Medical Insurance</b>	1st of the month	<b>Cigna:</b> 2 Plans Company pays 100% for Employee Only on Base Plan
<b>Dental Insurance</b>	1st of the month	<b>Mutual of Omaha</b> Company pays 100% for Employee Only
<b>Vision Insurance</b>	1st of the month	<b>Mutual of Omaha</b> Company pays 100% for Employee Only
<b>Life Insurance</b>	1st of the month	<b>Mutual of Omaha: \$50,000 policy</b> Company pays 100%
<b>Short Term Disability Insurance</b>	1st of the month	<b>Mutual of Omaha: 60% up to \$1000/week</b> Company pays 100%
<b>Long Term Disability Insurance</b>	1st of the month	<b>Mutual of Omaha: 60% up to \$6000/ month</b> Company pays 100%
<b>401k Retirement Plan</b>	1st of the month	Employer matching: 100% matching up to 4% employee contribution
<b>Annual Bonus &amp; COLA Raises</b>	One year of service	Employees are eligible for a bonus in February of each year as well as COLA raises each March. Details provided in the Employee Handbook
<b>Holiday Pay</b>	Immediate	<p>ECR observes the following eight (8) holidays:</p> <ul style="list-style-type: none"> <li>• New Year's Day in January</li> <li>• Memorial Day in May</li> <li>• Independence Day in July</li> <li>• Labor Day in September</li> <li>• Thanksgiving Day in November</li> <li>• Day after Thanksgiving in November</li> <li>• Christmas Eve in December</li> <li>• Christmas Day in December</li> </ul> <p>If a Holiday falls on a Saturday, the preceding Friday will be off. If a Holiday falls on a Sunday, the following Monday will be off.</p>
<b>Early Release Friday's</b>	Immediate	ECR offers employees a 2:30 pm early release on Fridays throughout the entire year.
<b>Paid Time Off (PTO)</b>	Immediate	<p>PTO is received on a monthly accrual basis as follows:</p> <ul style="list-style-type: none"> <li>• 1-5 years of employment = 10 hours/month (15 days of PTO)</li> <li>• 6-15 years of employment = 14 hours/month (20 days of PTO)</li> <li>• 15+ years of employment = 17 hours/month (25 days of PTO)</li> </ul> <p>A maximum of 40 hours of unused PTO time may be carried over from one calendar year to the next.</p>
<b>Floating Holidays</b>	January 1 <sup>st</sup>	All full-time employees receive three (3) floating holidays per year in addition to PTO and the company's regular holidays. Floating holidays are available at the beginning of each calendar year on January first.
<b>Birthday PTO</b>	January 1 <sup>st</sup>	All full-time employees receive one paid day for their Birthday.

<b>Parental Leave</b>	Full time employees working 30 or more hours per week that have been employed for the previous 24 consecutive months and meet the definition of parent and/or primary caregiver are eligible to request parental leave.	<p>Maternity Leave</p> <ul style="list-style-type: none"> <li>Receives up to twelve (12) weeks of a combination of paid and unpaid leave</li> <li>Primary Caregivers</li> </ul> <p>Paternity Leave</p> <ul style="list-style-type: none"> <li>Receives up to six (6) weeks paid leave (no PTO taken)</li> <li>Fathers for the birth or adoption of a new child or Parent who is <b>not</b> the primary caregiver</li> </ul>
<b>Volunteer Time Off (VTO)</b>	Full time employees can participate after 90 days from date-of-hire.	<ul style="list-style-type: none"> <li>Employees receive 16 hours per calendar year and will be paid at their normal pay rate for the volunteer hours taken</li> <li>VTO can be taken in the following increments: <ul style="list-style-type: none"> <li>Minimum of 1 hour, maximum of 4 hours per volunteer opportunity</li> <li>No more than 8 hours per month</li> </ul> </li> </ul>
<b>Pet Loss Leave</b>	Immediate	<p>ECR recognizes that over 80% of the population considers their animal companion part of the immediate family. There are times the loss of a pet and circumstances leading up to that loss can be as deep of an impact on an individual or family.</p> <p>Pet loss leave provides one (1) day paid time off in the event of pet euthanasia or sudden loss of a pet. For purposes of the pet loss leave, pet is defined as any of the following: cats, dogs, horses.</p>
<b>Bereavement Leave</b>	Immediate	<p>Five (5) days:  Spouse or Same Sex Domestic Partner (SSDP)  Child, including foster children, step-children, children of SSDP  Parent, including parent/legal guardian/step-parent of Spouse/SSDP  Sibling, including sibling of Spouse/SSDP</p> <p>Three (3) days:  Son-in-law or Son-in-law of Spouse/SSDP  Daughter-in-law or Daughter-in-law of Spouse/SSDP  Grandparent or Grandparent of Spouse/SSDP  Grandchild or Grandchild of Spouse/SSDP</p> <p>One (1) day:  Uncles or Uncles of Spouse/SSDP  Aunts or Aunts of Spouse/SSDP  Nephews or Nephews of Spouse/SSDP  Nieces or Nieces of Spouse/SSDP</p>
<b>Leaves of Absence</b>	Varies depending upon the type of leave	Jury Duty, Voting, Military, Workers' Compensation, Unpaid Leave
<b>Voluntary Benefits</b>	Varies based on the benefit	Universal Life Insurance, Short Term Disability, Critical Illness, and more
<b>Emergency Funds</b>	Immediate	Employees can request a loan of up to fifteen hundred dollars (\$1500) to be paid back through a payment plan that works best for them
<b>Payroll Direct Deposit</b>	Immediate	Direct deposit of paycheck to personal checking and/or savings account(s).
<b>Sabbatical Program</b>	10 years+	At ten (10) and fifteen (15) years of continuous, full-time employment, employees may take sabbatical leave for three (3) weeks at full pay and receive an additional five-thousand-dollar (\$5,000) payment.