EMPLOYEE BENEFITS

Benefit	Regular Full-time 31.5+ hours/week	Regular Part-time 20+ hours/week	As Needed and Temporary	Eligibility Date
Auto Mileage	√	√	√	Upon hire
Benefit Conversion at Termination	√	√		At termination
Bereavement Leave	√	√		Upon hire
Dental Insurance	√	√		1st/month following 60 days employment
Direct Deposit	√	√	√	Upon hire
Employee Assistance (EAP)	√	√		Upon hire
Family Medical Leave (FMLA)	√	√	√	At least 1 year employment and worked 1250 hours in the year
Flexible Spending Account	√	√		1st/month following 60 days employment
Health Insurance (SEE BELOW)	√			1st/month following 60 days employment
OPT-OUT (w/proof of other coverage)	√			1st/month following 60 days employment
Holidays	√	√		Upon hire
Jury Duty Leave	√	√	√	Upon hire
Life Insurance	√			1st/month following 60 days employment
Military Leave	√	√	√	As needed
Paid Family Leave (PFL)	√	√	√	**Full-time employees**, who work a regular schedule of 20 or more hours per week, are eligible after 26 consecutive weeks of employment. **Part-time employees**, who work a regular schedule of less than 20 hours per week, are eligible after working 175 days, which do not need to be consecutive.
Personal Time	√	√		Upon hire
NYS Short Term Disability	√	√	√	Upon hire
Sick Time	√	√		After 6 months employment
Unpaid Sick Days-**TEMPORARY STATUS**				Up to 5 unpaid sick days to use during the first year of employment only
EE Tax Deferred Annuity (403B)	√	√	√	Upon hire
EER Tax Deferred Annuity (403B)	√	√		One year employment/worked 1000 hrs/age 21
Unemployment Insurance	√	√	√	Determined by UI
Vacation Benefits	√	√		After 6 months employment
Vision Care	√	√		1st/month following 60 days employment
Workers' Compensation	√	√	√	Upon hire

SUPPLEMENTAL INSURANCE OPTIONS

Accident & Cancer	√	√		1st/month following 60 days employment
Life	√	√		1st/month following 60 days employment
Long Term Disability	√	√		1st/month following 60 days employment
Short Term Disability	√	√		1st/month following 60 days employment

HEALTH INSURANCE: COI Contributes 65% - 100% towards the health insurance premium for full-time staff, dependent on plan chosen.

DENTAL / VISION / SUPPLEMENTAL INSURANCE options are paid 100% by the employee.

ELIGIBILITY RULES APPLY TO ALL BENEFITS

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