



Family Tree's benefits begin first of the month starting the date of hire. All regularly scheduled employees are eligible for benefits.

Family Tree offers the following benefits:

- Discretionary benefit allowance.
- HMO medical insurance plan from Kaiser Permanente.
- Voluntary dental, vision and term life insurance from Guardian.
- Employer paid long-term disability insurance to full-time employees (employees scheduled to work 40 hours a week).
- Voluntary supplemental benefits from Colonial Life which include; a medical bridge plan, short-term disability, accident care and cancer insurance.
- Voluntary tax deferred annuity retirement plan.
- Flexible spending account for medical and dependent day care expenses.
- Public Service Credit Union membership
- 25% discount at Family Tree's Treasure Trunk thrift store.

Vacation benefits accrue at the beginning of the month for full-time employees in accordance with the following schedule:

<u>Completed Years of Service</u>	<u>*Vacation Benefit per Month</u>
0-2 years	8 hours
2-5 years	10 hours
5-10 years	12 hours
10+	14 hours

*Sick leave benefits accrue 8 hours per month at the beginning of the month.

*All benefited employees earn two personal days at the beginning of Family Tree's fiscal year, July 1.

Family Tree observes the following paid holidays:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

**Benefits are pro-rated for part-time employees (employees scheduled to work 20-39 hours per week.)*