

PAID LEAVE AND BENEFITS

The following benefit programs are available to eligible employees:

- **Annual Leave – page 29 Policies and Procedures Manual**
The amount of paid annual time employees receive each year increases with the length of their employment as shown in the following schedule:
 - a. .058 times the straight hours paid for employees with less than five years' continuous employment;
 - b. .069 times the straight hours paid for employees with five to 10 years of employment;
 - c. .075 times the straight hours paid for employees with 10 or more years of employment.
- **Sick Leave – page 30 Policies and Procedures Manual**
Eligible employees will accrue sick leave benefits at the rate of .040 times straight hours paid.
- **Personal Leave – page 31 Policies and Procedures Manual**
In January of each calendar year, employees will be given the option to convert up to 20% of their accrued sick leave up to 100 hours of personal leave.
- **Holidays (Eleven days per year) – page 31 Policies and Procedures Manual**
The following are recognized by the Agency as a holiday: New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, and Christmas Day.
- **Health, Dental and Vision Insurance (After two months) – page 34 Policies and Procedures Manual**
The Agency's health insurance plan provides eligible employees and their dependents access to medical insurance benefits and is **subsidized by the Agency**. Vision and Dental Benefits are available at the employee's expense. Participation in insurance plans is subject to all terms and conditions of the agreement between the Agency and the insurance carriers.
- **Retirement Plan (After one year of employment)**
HRDC will match an employee's Simple IRA contribution up to 3% of their annual income. Employees are responsible for paying for their own life insurance. Should you choose to be insured by Protective Life Insurance through Waddell & Reed, your deductible can be paid through payroll deduction.

Some Benefit Programs Require Contributions From The Employee.

DISTRICT IV HRDC IS AN EQUAL OPPORTUNITY EMPLOYER. We prohibit unlawful discrimination in all aspects of employment with regard to age, race, sex, national origin, disability, creed, color, veteran's status, religion, or because of any person's membership in any other group or category which is legally protected.