

## Summary of Benefits for ISC Employees – 2021

### *PTO Pay for full-time employee's per ISC's Company Handbook*

**PTO pay per year “accrued” before 3 years of employment**

13 days accrued

**PTO pay per year “accrued” after 3 years of employment**

18 days At the end of every calendar year, 120 hours per employee may be carried over into the next year.

**Holiday recognized**

72 hours of ISC Company Paid Holidays which match the state holidays.

2021	
HOLIDAY	Observed
New Year's Day	Friday, January 1
Birthday of Dr. Martin Luther King, Jr.	Monday, January 18
Memorial Day	Monday, May 31
Independence Day (observed)	Monday, July 5
Labor Day	Monday, September 6
Veterans' Day	Thursday, November 11
Thanksgiving Day	Thursday, November 25
Friday after Thanksgiving	Friday, November 26
Christmas Day	Friday, December 24

### *Direct Deposit for Compensation*

Salary employees are required to provide a bank account for which their compensation is to be paid semi-monthly (twice monthly) by direct deposit. Payments are to post on the 7<sup>th</sup> and 21<sup>st</sup> or by the following business day of each month if the 7<sup>th</sup> or 21<sup>st</sup> fall on a weekend or holiday (In some cases payment may post on the preceding business day).

### *401k Plan thru Paychex/Edward Jones*

Full time employees may participate after completing the 6-month probationary period. See plan document for details.

### *All coverage below is subject to limits and conditions set by the providers*

**CHP** Open Enrollment: January 1st thru 31st of each year. Rates may change effective Feb 1st, of each year.

**PayChex** Employer paid and Optional employee paid coverages Enrollment November 1st thru 30th.

Note: Coverage is effective the 1st of the month following 30 days of employment.

### *Capital Health Plan (HMO) – ISC pays 50% of the cost of employee coverage ISC pays 100% of employee (only) premium cost for Vision, STD and LTD Plans.*

### *ISC pays for Life, AD&D insurance equal to 1x employees annual pay up to \$50,000*

**Note:** Participation is automatic for full time employees. Plan anniversary is January 1st of each year. Life Insurance, Accidental Death & Dismemberment, Short Term & Long Term Disability. Buy up option on life insurance with dependent riders is available at the employee's expense.

### *Any employee with a child under the age of 19 through CHP will have to have dental insurance for said minor that complies with the Affordable Health Care Act. This is paid for by the employee at 100%. Dental Plan (Met Life through Paychex) – Employee pays 100% of the cost of employee & family coverage*