

Other Benefits of Employment

Benefit	Eligibility
VACATION TIME	The first of the following month once they have completed their 6-month Orientation Period, Full-time Employees will be given 60 hours of vacation, and then will continue to accrue vacation at 10 hours per calendar month of service.
SICK LEAVE	The first of the following month once they have completed their 6-month Orientation Period, Full-time Employees will be given 60 hours of sick leave, and then will continue to accrue sick leave at 10 hours per calendar month of Service.
PAID HOLIDAYS	The Company observes eleven holidays each year by closing entirely, granting time off with pay to all Full-time Employees.
TUITION REIMBURSEMENT	The Company encourages Employees to continuously improve their business skills and knowledge. As such, it will reimburse eligible Employees (those who have been with the Company for at least 1 year) for 100% of the cost of tuition, fees, and books, for pre-approved classes, up to a maximum of \$1,000.00 per calendar year.
BEREAVEMENT LEAVE	The Company will allow excused leave for 2 occasions per year, up to 3-days per occasion, where necessary.