

For Regular Employees Scheduled to Work 20+ hours/week

Paid Time Off (PTO)

PTO may be used for vacation, sick time, and personal time. Employees working up between 20-39 standard hours will receive a prorated accrual based on the employee's regularly scheduled work week. PTO accruals are as follows:

Number of Years	Annual PTO	Per Pay Period Accrual
0-4 years	20 days	6.67 hours
5+ years	25 days	8.33 hours

Paid Holidays

Employees regularly scheduled to work on the following holidays are paid the number of hours they are regularly scheduled to work for the day.

Jewish Holidays

- Rosh Hashanah: first 2 days
- Yom Kippur: 1 day
- Sukkot: first 2 days
- Shemini Atzeret: 1 day
- Simchat Torah: 1 day
- Pesach: first 2 days and last 2 days
- Shavuot: first 2 days

Secular Holidays

- New Year's Day (as observed)
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day (as observed)
- Labor Day
- Thanksgiving (including the day after Thanksgiving)
- Christmas

Retirement Plan

Employees can contribute pre- or post-tax dollars to their 403(b) retirement plan through Ingham. Employees will be automatically enrolled into the plan with pre-tax dollars following a waiting period at a 2% contribution rate, which increases by 1% each year. Auto-enrollment and auto-escalation can be waived at any time. The Bender JCC may match employees' contributions, up to 1%, at the end of each year.

Commuter Benefits

Employees may contribute pre-tax funds to pay for eligible mass-transit and parking expenses through SmartBenefits.

Flexible Spending Account (FSA)

Employees may contribute pre-tax funds to an FSA to cover medical expenses and certain dependent-care expenses.

Employee Assistance Program (EAP)

The EAP is a service that offers free and confidential assessments, short-term counseling, referrals, and follow-up services to employees for personal and work-related challenges that may affect their health, family life and desire to excel at work.

Supplemental Insurance

Supplemental insurance may be purchased through Transamerica for: Accident, Hospital, Critical Illness, and Life with Long Term Care. Employees pay the full premium for supplemental insurance, which is based on factors such as participant's age and coverage elected.

Membership

Full Family Membership to the Bender JCC, as well as additional discounts on Core Programs (Sondra and Howard Bender Early Childhood Center, Club J, Lessans Camp JCC), other programming, and personal services.

For Regular Employees Scheduled to Work 30+ hours/week – all of the above, plus:

Health Insurance

The Bender JCC offers medical insurance through Kaiser, and dental and vision insurance through Metlife, to employees and their families. Several medical plans are available, and the JCC contributes up to \$810 towards the monthly premium.

For Regular Employees Scheduled to Work 40 hours/week – all of the above, plus:

Short- and Long-Term Disability Insurance

The Bender JCC provides short-term disability insurance equal to 60% of the employee's weekly salary up to a maximum of \$1600 per week after a 14 day waiting period. Long-term disability insurance begins 90 days after an illness or injury, and provides 60% of employee's salary, up to \$5000/month. The premiums are factored in to each employee's salary, and therefore, the benefit is post-tax.

Group Life and Accidental Death and Dismemberment (AD&D) Insurance

The Bender JCC covers the cost of group life and accidental death and dismemberment (AD&D) insurance coverage of \$50,000.

Please refer to the Employee Handbook and Benefits Documents for complete information.

For questions, please contact the Human Resources Department.