

**ASHEVILLE AREA HABITAT FOR HUMANITY, INC.**  
**SUMMARY OF EMPLOYMENT BENEFITS**  
**As of July 1, 2018**

**Holidays**

Asheville Area Habitat for Humanity (AAHH) provides employees with 8 paid holidays per calendar year. The holidays are as follows:

- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (2 days)
- Christmas (2 days)
- New Year's Day

**Insurance**

All regular full-time employees are eligible for insurance benefits upon completion of the below-indicated waiting period of days of employment. AAHH pays 95 % of the premium cost for these benefits. The annual \$1,500 deductible for the medical insurance coverage, which renews 9/1, is funded by AAHH into an H.S.A. account for the employee. This \$1,500 is prorated for employees who are not covered by the medical plan as of the beginning of the plan year (9/1). The following is a list of the insurance benefits and the related waiting period from date of employment:

- Medical Insurance-30 days
- Dental Insurance-30 days
- Vision Insurance -30 days
- Life Insurance-60 days
- AD&A, Accident, Short and Long-Term Disability Coverage-60 days
- Worker's Compensation Insurance-immediately

**Paid Time Off (PTO).**

**Full-Time employees** will automatically receive forty (40) hrs. PTO at beginning of each calendar year. (These hours will be prorated if employee is hired on or after July 1st.) plus accrue hrs. per payroll, PTO is accrued based on the number of hours scheduled to work per week and years of consecutive full-time service.

**Part-Time employees** After 90 days of employment, employees who work at least 20 hrs. will automatic receive prorated PTO day(s), PTO is based on your approved Full Time Equivalent (FTE) %, in other words, the number of hours scheduled to work per week.

**Retirement**

AAHH offers employees the opportunity to participate in an established 401(K) plan. AAHH provides a dollar to dollar match of up to six percent of an employee's annual salary. Employees are eligible for participation upon completion of six months of continuous service by a plan entry deadline date, which dates are January 1, April 1, July 1 and October 1.

**Family and Medical Leaves**

In compliance with the FMLA, AAHH provides unpaid leaves of absence to full-time employees.

**Family Death**

AAHH will grant 3 days' paid bereavement leave for the purpose of attending a funeral when a death occurs in a full-time employee's immediate family. (See Employee Handbook for Detail)

**Maternity/ Paternity / Adoption Leave**

The birth of an employee's own child or the placement of a child with the employee in connection with adoption or foster care shall entitle that employee to three (3) weeks paid and three (3) weeks unpaid parental leave, within six (6) months of the qualifying event. (See Employee Handbook for Detail)

**Military Service**

Full-time employees who are members of any military reserve unit and who serve the annual two-week duty training will receive the difference between their military training pay and their salary for that two-week period of time. If the employee's unit is mobilized during an emergency, they will receive the difference in their salary and military pay for up to 30 days in any one calendar year for both training and emergency duty.

**Gym Benefit**

Discount for fitness center dues: \$15.00 per month, if you sign in a least twice a week. Proof of attendance for reimbursement is required. This is a taxable benefit.