

## Pathway Ministries Benefits

### Medical

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Pathway Ministries provides medical and prescription drug coverage.

#### Eligibility

Regular employment at 30 hours per pay period.

#### Effective Date

The 1<sup>st</sup> of the month following 60 days of continuous employment.

### Paid Life Insurance

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Pathway Ministries provides \$35,000 in life insurance.

#### Eligibility

Regular employment at 30 hours per pay period.

#### Effective Date

The 1<sup>st</sup> of the month following 60 days of continuous employment.

### IRA Retirement Plan

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Pathway Ministries provides for a matching Simple-IRA retirement plan. A matching contribution equal to the employee's contribution up to 3% of the employee's annual wages will be made by Pathway Ministries.

#### Eligibility

Employee's annual compensation must meet or exceed \$5,000.

#### Effective Date

Following 90 days of employment.

### Sick Time

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Pathway Ministries provides 5 days of sick time during each calendar year.

#### Eligibility

Salaried and full-time employees working 30 hours per week.

#### Effective Date

Following 90 days of employment.

## Holidays

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Employees will be paid for the following 7 holidays:

<b>New Year's Day</b>	<b>Easter Sunday</b>	<b>Memorial Day</b>	<b>Independence Day</b>
<b>Labor Day</b>	<b>Thanksgiving Day</b>	<b>Christmas Day</b>	

### Eligibility

Salaried and full-time employees working 30 hours per week.

### Effective Date

Following 90 days of employment.

## Bereavement Time

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In the event of the death of a member of immediate family of an employee, necessary time up to 3 working days away from duty will be granted with full salary.

Immediate family is defined as a parent, sister, brother, spouse, child, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandchild, or grandparent.

## Vacation Time

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Vacation time is available to all employees. Vacation time will begin accruing on the date of hire, but is not available to be taken until the employee completes their first 90 days of employment.

**Hourly Employees** will earn vacation time at the following rates:

<u>Service time with Pathway Ministries</u>	<u>Vacation earnings rate</u>
Hire date to 5 years	.0417 earned per hours worked
6 to 11 years	.0639 earned per hours worked
12 plus years	.0870 earned per hours worked

**Salaried Employees** will earn vacation time on a calendar year basis as follows:

<u>Service time with Pathway Ministries</u>	<u>Vacation available after 90 days</u>
Hire year (partial year)	1 day for each month worked (10-day max)
1 <sup>st</sup> full year to year 5	2 weeks
Year 6 to 11	3 weeks
Years 12 plus	4 weeks