



Benefits and Total Rewards Summary 2022

Paid Time Off (PTO)

- **Pro Re Nata (PRN)**

After one (1) year of service, PRN employees qualify for PTO based on the number of hours worked in the prior calendar year.

Hours Worked Per Calendar Year	Annual PTO Allocation
1,560	96 Hours / 12 Days
1,040	64 Hours / 8 Days
862	52 Hours / 6.5 Days

- PRN employees who work over 624 hours per year for three (3) consecutive years qualify for 40 hours (5 Days) of PTO in their 4th year of active employment (and thereafter).

- **Full Time, Salaried:**

All full-time, salaried employees are eligible for PTO from their first day of work, accruing on a pro-rata basis according to the following schedule:

Employment Tenure	Annual PTO Allocation
From Start	128 Hours / 16 Days
After 2 Years	136 Hours / 17 Days
After 5 Years	200 Hours / 25 Days
After 10 Years	240 Hours / 30 Days

Employer Sponsored Healthcare Coverage (Medical, Dental, and Vision)

- **PRN**

Starting in the second season of employment, all PRN staff working more than 624 hours in the prior year are eligible to participate in ESI's healthcare coverage. The percentage paid by ESI is determined by the number of hours worked in the prior calendar year. Employees may elect to enroll in just one or all of the offered coverages.

Hours Worked Per Calendar Year	ESI Pays	Employee Pays
1,560	100%	0%
1,040	70%	30%
862	50%	50%
624	40%	60%



Dependent coverage is available, employee pays 100% of dependent premiums.

● **Full Time, Salaried:**

ESI pays 100% of employee’s healthcare coverage for all fulltime, salaried professionals. For employees with spouses, children, or other qualified dependents, ESI pays 50% of those premiums. Employees may elect to enroll in just one or all of the various types of coverages, for themselves and/or their families. Anthem Blue Cross/Blue Shield-Bi-weekly Premium deductions for full-time, salaried staff with dependents are as follows:

	Spouse	Child(ren)	Family
Medical	\$106.07	\$60.91	\$184.77
Dental	\$5.46	\$10.58	16.49
Vision	\$1.29	\$1.16	2.55

Paid Holidays

● **PRN**

All PRN staff working BOTH the normal business day before and normal business day after a company holiday receive eight (8) hours of compensated time off OR 2X pay for time worked, depending on project schedules.

● **Full-time**

ESI currently provides 10 paid holidays (8 hours per each) for full-time, salaried employees in each calendar year:

- New Year’s (1)
- Memorial Day (1)
- Independence Day (1)
- Labor Day (1)
- Election Day (1)
- The day before, Thanksgiving, and the day after (3)
- December 24 & 25 (2)

401(k) Plan

- After 1 year of service and the next plan entry date (1 January and 1 July), all employees working more than 1,000 hours in the prior year are eligible to participate in ESI’s 401(k) plan via salary deferral and receive a matching contribution.
- Employee contributions up to 3% of salary deferrals are matched by ESI dollar for dollar; the next 2% of salary deferrals are matched \$0.50 per dollar.
- Once eligibility criteria are met, employees are automatically enrolled into the 401(k) plan; however, employees can opt out.
- Additional discretionary matching and/or profit-sharing contributions may also be made, on a year-to-year basis.



Benefits Available Exclusively to Full Time Salaried Staff

- **Parental Leave**
 - ESI offers 8 weeks (320 hours) of compensated time off work (“Parental Leave”) once per employee, per occurrence and once per calendar year. The employee may take the allotted Parental Leave pay in one continuous period of leave or in increments of as little as one hour, at any time during the first 12 months after the event.
- **Flexible Spending Account (FSA)**
- **100% Employer Paid Accidental Death and Dismemberment** (\$40,000 benefit through Anthem BCBS) and **Group Term Life** (\$40,000 benefit through Anthem BCBS).
- **100% Employer Paid Short- and Long-Term Disability:** All fulltime employees are automatically enrolled into both coverages (currently through Reliance Standard).
 - Short Term Disability (STD): Benefit 60% of weekly earnings to a weekly maximum of \$1,000 (weekly minimum of \$10).
 - Long Term Disability (LTD): Benefit 60% of monthly earnings to a monthly maximum of \$5,000 (with a monthly minimum of \$100).