

Allendale Employee Benefits Information:

Health Insurance: Employees are eligible for coverage on the first of the month following 60 days of employment. Employees may choose between Blue Cross Blue Shield HMO Illinois or Blue Advantage HMO. Both plans offer comprehensive medical, prescription drug coverage and vision discount plan. Employees are required to pay a small portion of the premium.

Dental Insurance: Employees are eligible for coverage on the first of the month following 60 days of employment. Employees may choose between Blue Cross Blue Shield of Illinois PPO or DMO plans. Both plans offer 100% preventative care and coverage for restorative services. The DMO plan offers orthodontia coverage for employee and dependents. The PPO plan offers orthodontia coverage for the children of the employee. Employees are required to pay a small portion of the premium.

Supplemental Vision Insurance: Employees are eligible to purchase additional vision insurance on the first of the month following 60 days of employment. Met Life has one of the largest networks of vision providers and offers affordable eye care plans with substantial savings and discounts. Employees pay 100% of the premium.

Basic Life & AD&D Insurance: Employees are eligible for coverage on the first of the month following 60 days of employment. Basic Life Insurance and AD&D insurance is available at no cost to the employees. The coverage is underwritten by Dearborn National Life Insurance Co. and provides 1.5 times an employee's annual salary up to a maximum of \$250,000 in coverage. Allendale Association pays 100% of the premium.

Supplemental Life & AD&D Insurance: Employees are eligible to purchase additional coverage for themselves, their spouses and their dependents on the first of the month following 60 days of employment from Dearborn National Life Insurance Company. This can be purchased in increments of \$10,000 for the employee, \$5,000 for their spouses and \$2,500 for dependents. Coverage amounts and limits are based on age and amount of coverage purchased. Employees pay 100% of the premium.

Short Term & Long Term Disability Insurance: Employees are eligible for coverage on the first of the month following 60 days of employment. Our short term and long term disability plans are underwritten by Dearborn National Life Insurance Company and provides replacement income in the event of a qualified illness/injury. Benefits are payable on the 15th day of illness/injury. Benefits are equal to 60% of your weekly salary up to a maximum of \$1,000/week for the short term disability. Benefits are equal to 60% of your monthly salary up to a maximum of \$7,000 for the long term disability. Allendale Association pays 100% of the premium.

Flexible Spending Accounts: Employees are eligible to participate on the first of the month following 60 days of employment. This plan allows employees to fund specific expenses with pre-tax dollars rather than after tax dollars. For example, the plan allows for the payment of medical expenses up to \$2,550/year for medical expenses, e.g., co-pays for doctor visits, prescriptions and prescription glasses/contacts with pre-tax dollars. The plan also allows for the payment of dependent care up to \$5,000/year with pre-tax dollars. Please note the plan automatically allows for employees' premiums for health, dental, life and vision insurance plans to be deducted on a pre-tax basis. Allendale Association pays 100% of the premium for this benefit.

Retirement Plan – Principal Financial Group 403(b): Employees are eligible to participate in the 403(b) plan upon hire. Employees elect a chosen contribution amount and the amount is deducted from

each payroll on a pre-tax basis. Allendale Association will match up to 5% after employees complete one year of employment.

Employee Assistance Program (EAP): Employees and their dependents are eligible for this benefit upon hire. This is a voluntary program that is intended to help employees with personal/work-related issues that might adversely impact their job performance, health and well-being. It provides free and confidential assessments, short-term counseling, referrals, follow-up services and webinars. Our EAP provider is Workplace Solutions and Allendale Association pays 100% of the premium for this benefit.

Educational/Career Training Benefit: Employees are eligible for this benefit after completion of six months of employment. Reimbursement of tuition expenses is available on a pro-rated basis, based on length of employment.

Vacation: Accruals begin immediately on the basis of paid hours and employees accrue at the following rate:

0-3 years of employment:	Two weeks
3-5 years of employment:	Three weeks
5+ years of employment:	Four weeks

This vacation policy does not apply to Teachers. Teachers are contracted to teach a specific number of school days per year based on the school calendar. The school calendar incorporates days off for school breaks that are similar to those available to Teachers in the local school districts.

Holidays: Employees are eligible for holidays immediately upon hire. We observe 8 fixed holidays per year and these are: New Year's Day, Easter (to be observed the Friday before or the following Monday), Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day and Employee Birthday. We also provide employees with 2 personal floating holidays/year provided the employees meet the following criteria:

You must be employed prior to January 1st to be eligible for the 1st floating holiday within the calendar year;

You must be employed prior to July 1st to be eligible in that calendar year for the second floating holiday.

Sick Leave: Employees may accrue paid sick leave at the rate of eight days per year and sick leave may be accumulated to a total of 100 days.

Bereavement: In the event of death in the immediate family, employees are eligible for 16 hours of paid time off. Immediate family is defined as spouse, child/legal dependent, parent, grandparent, sibling and spouse's parents.

Jury Duty: Being selected serve on jury duty is both an obligation and a privilege of citizenship. In recognition of this, Allendale Association pays employees called upon for jury duty their regular pay, less any compensation paid by the court.

Please note: The above benefits apply to full-time regular employees. Benefits are available for part-time regular (20 hours or more/week) employees and are available on a pro-rated basis. Please speak to our Employee Relations & Benefits Coordinator at 847-245-6217 for additional information.