



BENEFITS SUMMARY

Effective: July 1, 2013

Volunteer Florida's benefits program includes medical insurance, dental insurance, vision insurance, life insurance, long-term disability insurance, paid holidays, paid time off, and optional supplemental insurance. These benefits are for full-time employees, with limited benefits for permanent part-time employees.

The insurance benefits will come into effect the first day of the next month following the start date of employment.

Paid Holidays:

New Years Day	Veterans Day
Martin Luther King Jr.'s Birthday	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day
Labor Day	

If a holiday falls on a Saturday, the preceding Friday will be recognized as the holiday. If a holiday falls on a Sunday, the following Monday will be recognized as the holiday. Employees on vacation during holidays will not be charged a vacation day for the holiday. Full-time employees and permanent part-time employees are eligible for paid holidays.

Paid Time Off:

There is a total of 64 hours of paid holidays each year. In addition to the paid holidays, employees earn a minimum of 8.67 hours and a maximum of 13.00 hours of annual leave each month. This accrual is based on the employee's years of continuous service with a Florida Retirement System employer. Employees will not be allowed to be in a negative paid time off accrual.

Employees also earn 8.67 hours of paid sick leave each month. Sick leave earned can be used for the employee personal illness/injury or the employee can use this time for the illness/injury of a spouse, child, parent, or other individual where the employee has a care-giver responsibility.

Please note that employees are not eligible to accrue paid time off during an unpaid leave of absence. Paid time off only accrues on hours worked. Employees must have written approval, from their direct supervisor prior to taking paid time off.

When employment is terminated, if the employee has been with Volunteer Florida for 12 consecutive months, accrued annual leave up to 120 hours will be paid to the employee.



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Once an employee has achieved ten years of creditable service, they are eligible for a sick leave payout equaling one quarter of all earned sick leave credits, not to exceed a cap of 120 hours. Creditable service is defined as service within any State of Florida agency where the employer was a member of the Florida Retirement System.

Medical and Life Insurance:

The company will pay the health insurance premium cost for full-time, regular employees. This is only the cost of the premium for the employee. Family coverage is available at an additional cost to the employee.

The company will pay 100% of the premium of the \$50,000 life insurance cost for full-time, regular employees.

The following plans are optional to full-time, regular employees and available if the employee pays the required premium: Employee and Spouse, Employee and Family and Employee and Children.

Other Supplemental Benefits:

There are also pretax supplemental dental, vision, accident, disability, cancer, hospitalization and hospital intensive care insurance available through a variety of vendors. You may visit the [MyBenefits](#) website for a complete listing of all available supplemental benefits.

Retirement:

Employees have a choice of two [Florida Retirement System](#) (FRS) retirement plans: the FRS Investment Plan and the FRS Pension Plan. The FRS Investment Plan is a retirement plan designed.

The FRS Investment Plan is designed for a more mobile workforce. All contributions go into a portable individual account that the employee has the ability to manage. Employees that choose the FRS Investment Plan are qualified for a benefit after 1 year of service. The benefit depends on how much money the employee and the employer contribute to the account and how well that money grows overtime. The employee can choose how to invest the money in their account.

The FRS Pension Plan is a traditional retirement plan designed for longer-service employees. All contributions go into a single pension trust fund for all Pension Plan members. Employees qualify for a benefit after 8 years of service. The benefit pays a guaranteed lifetime monthly benefit using a formula based on the time in service and salary while the employee is working for an FRS-covered employer.