**BENEFITS SUMMARY**

*(FULL-TIME EMPLOYEES)*

**VACATION**
- 12 days annually with a maximum carry-over of 160 hours.

**FLEX TIME**
- Hours in excess of 40 hours per week are recorded and counted as flex time with a maximum carry-over of 160 hours.

**SICK**
- 12 days annually with no maximum carry-over to the next year.

**RETIREMENT**
- Beginning after 2 years of service and 1000 working hours for each of those years, 3% of the participant’s annual compensation is made to the plan on their behalf. There is also a 2.5% match for contributing individuals.

**PAID HOLIDAYS**
- New Year’s Day, Martin Luther King Holiday, Presidents Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Indigenous People’s Day, Thanksgiving Day, Day after Thanksgiving Day, and 4 Flex holidays (previously Good Friday and Christmas Break) that the employee can use on their choice of days.

**HEALTH, DENTAL, & VISION INSURANCE**
- Offered beginning the 1st of the month following the employee's hire and optional to the employee. TennGreen covers monthly health insurance costs up to $550. Premiums over $550 a month will be deducted from the employee's pay, while premiums under $550 a month will be added (and taxed) as additional income. Employees opting out of the coverage will receive the entire $550 a month added to their pay as taxable income. They will not be eligible for coverage until the next open enrollment.

**PARENTAL, MILITARY, & SPECIAL LEAVE**