

Benefits Addendum to PVS Employee Handbook November, 2022

Vacation

PVS Employees will accrue vacation based on the following schedule:

Years Employed	1 (full year)	2	3	4 (or more)
Maximum Weeks	2	2	3	4
Equivalent Days	10	10	15	20

An “equivalent day” equals the total daily hours an employee works on a normal schedule, assuming that the employee’s total weekly hours are evenly divided by 5 business days. PVS will not apply vacation time on an hourly basis; employees must take their vacation days in full, at least one full vacation day at a time.

Up to one week of vacation (or 5 equivalent days) may be carried over into the subsequent year. Employees must take these carry over vacation days by the end of the first quarter, March 31. Employees will lose any carry over vacation days not taken on or before March 31.

For example, after one full year of employment, vacation time is accrued at a rate of 2.5 days for full-time employees, 12 hours for part-time employees working 24 hours per quarter.

Vacation Payout Upon Termination

PVS will pay up to one week of accrued vacation for employees that have worked for PVS for 3 or more years.

Vacation Approval

All vacation time must be approved well in advance by the Executive Director.

Paid Personal and Sick Days:

Employees accrue two personal and two sick days per quarter each year beginning on January 1.

Personal and sick *days are not eligible to be carried over into the subsequent year.*

New Employees:

New employees will accrue, but not be able to use, vacation or personal/sick days until after their probationary period ends.

Unpaid Personal Days and Sick Days

May be approved by the Executive Director on an as-needed basis.

Holiday Schedule

PVS observes all federal holidays.

Holidays falling on Saturday are observed on the proceeding Friday, and those falling on a Sunday are observed on the following Monday.

Health Insurance Benefits

PVS reimburses the cost of employees' medical insurance premiums up to \$500 per month. An employee seeking reimbursement for such premiums must submit proof of payment within 30 days after the end of each quarter in which premiums were paid. PVS will not reimburse any employee premium submitted more than 30 days after the at-issue quarter has ended.

PVS reserves the right to change the amount of the reimbursement amount at any time, but will notify employees of any changes no less than 90 days prior to the new reimbursement becoming effective.

Pension Benefit

PVS may provide a SEP-IRA pension benefit whereby an employee receives a check based on a percentage of their annual compensation. The percentage for the year is determined by the Board of Directors by the end of the first quarter of the following year. The check is made payable "For the Benefit Of" (FBO) to the employee's designated IRA account provided to PVS prior to its issuance. It is up to the employee to establish an IRA account or equivalent with a financial institution (bank, investment company, or insurance company) as specified by the IRS.

PVS does not recommend institutions nor does it give investment advice.

For more information refer to the Summary Plan Description (SPD) and Form 5305. These are maintained in the PVS office.