



2023 SUMMARY OF BENEFITS

The Claggett Center offers a wide variety of benefits to full-time employees. This document is a guideline only and actual benefits are subject to change. Please refer to actual plan documents or contact Human Resources if you have questions.

HOLIDAYS

Claggett employees are provided eleven (11) paid holidays per year. These regular holidays include: New Year's Day, Good Friday, Easter Sunday, Memorial Day, Independence Day, Juneteenth, Labor Day, Thanksgiving Day and the day after, Christmas Eve and Christmas Day.

Additionally, full time Claggett employees are granted up to three (3) floating holidays that can be used based on center operation and with prior supervisor approval.

VACATION TIME

Full-time employees accrue vacation at the rate of 6.15 hours per pay period; for a total of up to 160 hours (20 days) per year. Up to 80 hours of vacation time can be carried over to the following year.

SICK TIME

All employees accrue sick leave at the rate of 2.46 hours per pay period; for a total of up to 64 hours per year. Sick leave may be carried over each year until an employee has accumulated a maximum of 480 hours of sick leave.

FAMILY AND MEDICAL LEAVE

Up to twelve (12) weeks of approved Family and Medical Leave (FMLA) is available to employees who have worked for Claggett for at least twelve (12) months and with at least 1,250 hours of service.

PARENTAL LEAVE: Parents taking FMLA for the birth of a child or placement of a child for adoption will be paid for six (6) weeks of leave.

BEREAVEMENT LEAVE

Full-time employees are granted three (3) working days off with pay for the death of an immediate family member.

MEAL BENEFIT

When guests are on campus and meals are prepared, employees are provided one meal during their shift.

HEALTH INSURANCE

Eligible employees may choose from one of three (3) health plans offered by Anthem Blue Cross Blue Shield. Benefits are effective the first full month after their employment starts. Claggett (75%) and the employee (25%) share the cost of this benefit.

DENTAL INSURANCE

Eligible employees may enroll in one of three (3) dental plans offered by Cigna. Benefits are effective the first full month after their employment starts. The employee pays 25% of the premium cost.

TERM LIFE INSURANCE

Full-time employees receive Term Life Insurance equal to \$25,000..

FLEXIBLE SPENDING ACCOUNTS

Claggett offers both dependent care and healthcare flexible spending accounts where you can set aside pre-tax dollars to pay for eligible dependent care, medical, dental, and vision care expenses. Maximum contribution limits apply.

RETIREMENT BENEFITS

All eligible employees are covered by the Church Pension Group's Defined Contribution Plan and receive the 9% employer contribution benefit effective the first day of the first full month after their hire date. Employees may also make voluntary pre-tax contributions to the plan.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The EAP provides employees and their immediate household with free/confidential assessment, short-term counseling, prevention, and education and referral services to help in resolving a variety of problems including chemical dependency, depression, family communications, health, financial, and legal difficulties. This benefit is paid by Claggett.