



Burke Benefits Overview

Following are general descriptions of benefits available to Burke employees based upon employment status and tenure. Upon employment, employees receive comprehensive information about benefit opportunities and enrollment criteria and deadlines.

Leave

Holidays

Burke provides paid leave for the following annual holidays. The number of paid holiday days varies by fiscal year (September – August) but averages between 9 and 12 days. Below is the holiday calendar

- Labor Day
- Thanksgiving Holidays
- Christmas Holidays
- New Year's Day
- Martin Luther King Day
- Presidents' Birthday
- Good Friday
- Memorial Day
- Independence Day

A religious holiday may be substituted for a paid holiday at the request of an employee with the approval of the appropriate Director of Operations. If an employee is required by his supervisor to work on a paid holiday, another day off with pay will be substituted within ninety (90) days after the date of the holiday.

Holidays cannot be accumulated and are subject to loss if not taken within the time limit specified. Holidays may not be taken before the actual holiday occurs. Additional paid holidays for special occasions may be approved by the Board of Trustees during the year. Holidays are not granted to employees on Leave-Without-Pay.

Paid Time Off – Vacation Time

Full-time employees accrue vacation time on the following schedule:

- First 5 years of employment.....8 Hrs./Month (12 days/yr)
- Five (5) years but less than 109 Hrs./Month (13.5 days/yr)
- Ten (10) years but less than 1510 Hrs./Month (15 days/yr)
- Fifteen (15) yrs. but less than 2012 Hrs./Month (18 days/yr)
- Twenty (20) years and over14 Hrs./Month (21 days/yr)

Employees hired before the 15th of the month will accrue vacation time beginning on the last day of the first month of employment. Employees hired after the 15th will accrue vacation time beginning on the last day of the month following the month of hire.

Accrual will commence during the first month of employment, but new employees must have completed six (6) months of continuous service and have been removed from conditional status before they are eligible to take any part of their accrued vacation. The scheduling of all vacation time should always be with the prior approval of an employee's supervisor.

The maximum vacation time that can be carried forward into any fiscal year will be limited to a two-year accrual.

Paid Mental Health Leave

Up to two days each fiscal year. Eligibility begins six months after employment.

Paid Bereavement Leave

Maximum of three days leave with pay. Eligibility begins upon employment.

Paid Jury/Witness Duty Leave

Paid leave as required to serve. Eligibility begins upon employment.

Insurance – Health Care Benefits

Employee Medical and Dental Insurance

Comprehensive major medical and dental coverage PPO plan for employee. Dependent coverage is available at a group rate. Full-time employee coverage begins on the 1st of the month following employment.

Workers Compensation

Coverage for cost of injury that occurs on the job. Eligibility begins upon employment.

Disability Insurance

Pays 60% of salary up to \$10,000 per month beginning 90 days after disability. Coverage begins the 1st of the month following employment.

Life Insurance

Two times annual salary rounded up to the nearest thousand. Full-time employee coverage begins on the 1st of the month following employment.

Supplemental Life

Available to employees at employees' cost. Up to five times annual salary rounded up to the next ten thousand, not to exceed \$300,000. Dependent coverage is available at a group rate. Full-time employee coverage begins on the 1st of the month following employment.

AFLAC

Available to employees at employees' cost. Supplemental insurance; benefits paid directly to policy holder. Dependent coverage is available at a group rate. Coverage begins on the 1st of the month following employment.

Financial Benefits

Retirement Plan

Burke contributes an amount equal to 8% of employee salary to retirement plan. Eligibility begins upon employment and employees are vested in the account per the following schedule: 25% - 2 years participation; 50% - 3 years participation; 75% - 4 years participation; 100% - 5 years participation.

Tax Sheltered Annuity – 403(b)

Employees may invest in a TAS; contributions are deducted from salary and are not taxable until withdrawn. Burke will match up to 6% of full-time employees' annual salary that is contributed by employee.

Longevity Bonus

Full time salaried employees will be recognized for continuous, uninterrupted employment with cash bonuses according to the following schedule:
5% of annual salary – after 5 years; 7.5% of annual salary – after 10 years; 10% of annual salary – after 15 years; 12.5% of annual salary – after 20 years and every 5 years thereafter.

Credit Union Membership

Credit Union membership is available to Burke employees.