

## Benefits Summary

UPO sponsors a comprehensive benefits program for eligible employees. The following is a brief overview of UPO's benefits.

A regular full-time employee is eligible for fringe benefits, including;

- Medical – Kaiser Permanente
- Dental – Metlife Dental
- Vision - VSP Vision
- 401(k) Prudential Retirement
- 403(b) Valic Retirement
- Life/AD&D & Long Term Disability – Reliance Standard - All premiums for Group Life Insurance coverage are paid by UPO for eligible employees.
- Aflac
- Long Term Care - Unum
- Parking and Transit (FSA) - TASC
- Legal Shield
- Employee Assistance Plan provided by BHS

### **Paid Leave**

- Annual Leave (if applicable) – Applicable employees will earn 4.5 hours of annual per pay period
- Sick Leave – accrue leave at a rate of 4.5 hours per pay period for all employees
- Personal Business Days- Each employee shall receive two (2) Personal Business Days during a calendar year after 6 months of employment. Personal Business days renew in January of each year
- Family and Medical Leave –An eligible employee may take sixteen (16) weeks of family leave during any twenty-four (24) month period
- Jury Duty- An employee, who is summoned to perform jury duty or subpoenaed to appear as a witness before an official body, is entitled to leave, with pay to perform such service
- Bereavement Leave- 3 days for applicable family members

### **UPO recognizes the following holidays:**

- New Year's Day Labor Day
- Martin Luther King, Jr. Day
- Presidents Day
- Emancipation Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Thanksgiving Friday
- Christmas Day
- Business Day prior to or after Christmas Day

UPO sponsors an Employee Assistance Program (EAP) for employees who are experiencing personal problems that may adversely affect job performance.