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**Summary of Benefits & Time Off**  
**Effective January 1, 2012**

**Holidays:**

The following Company holidays are observed and available upon date of hire. These days are pro-rated for part-time employees. Management reserves the right to make changes to the holiday schedule when a holiday falls on a weekend. Generally, the following holidays are observed:

New Year's Day	Memorial Day	Labor Day	Day after Thanksgiving	Christmas Day
Good Friday	July 4 <sup>th</sup>	Thanksgiving	Christmas Eve	

Holidays must be used within the calendar year, are not carried over to the next calendar year, and are not paid out in the event of termination or resignation of employment. Employees must be in attendance the day before and the day after a holiday in order to receive holiday pay, unless the day off is paid, pre-arranged and scheduled in advance. Please refer to the holiday policy for further details.

Time off no longer needs to be distinguished between vacation, personal or sick time, but will be defined as either Banked or Non-Banked time.

**Non-Banked Paid Time Off (PTO):**

- 1) Shall be earned as per the chart below on a monthly basis.
- 2) This time is accrued and used in the same calendar year.
- 3) Employees are required to take at least, 50% of their Non-Banked time OR at least one-week in actual time off, whichever is more, to ensure that they take much needed time off from work during the year. Anytime remaining time that the employee has accrued will be paid out with the last payroll of that calendar year.
- 4) Non-Banked PTO, when scheduled in advance, is considered "work time", in consideration of calculating overtime for pay purposes.
- 5) Three (3) consecutive days of non-scheduled time, in advance of the time taken, shall require a written doctor's note to authorize the absence and return to work. (discuss if this applies to both non-banked and banked time – or just banked time).

**Banked Paid Time Off (PTO):**

- 1) Previous sick and personal days are now being replaced with "Banked" PTO.
  - a. Sick time earned up to 12/31/11, shall be eligible for carry-over to future calendar years, but shall not be eligible for pay out. Sick time earned up to 12/31/11 shall be used first, before the new Banked Time Off is used. Employees shall be eligible to bank up to 560 hours.
  - b. Banked PTO earned 1/1/12 or later, will also be eligible for carry-over from year to year, and shall also be eligible for payout.
- 2) Banked time is not considered "worked time", in consideration of calculating overtime for pay purposes.
- 3) Three (3) consecutive days of non-scheduled time, in advance of the time taken, shall require a written doctor's note to authorize the absence and return to work.

New Policy (Effective 1/1/12)

Paid Time Off In Hours	Years of Service					
	1st year	2nd Year	3 to7 Years	8 to15 Years	16 to 25 Years	25+ Years
Non-Bank PTO	0	48	96	144	192	240
Banked PTO	48	48	48	48	48	48
Total PTO Available	48	96	144	192	240	288

**Note:**

- For Pro-rata calculation, all PTO will be earned based on the actual months worked per calendar year.
- Employees may request portions of PTO in minimum increments of two (2) hours at a time and up to a normal shift.
- Three (3) consecutive days of non-scheduled time, shall require a written doctor's note to authorize the absence and return to work.

**Healthcare Weekly Payroll Deductions:**

**EPO Plan with National Network:**

Single Coverage	\$2.08/week
2 Person Coverage	\$5.11/week
Family Coverage	\$5.11/week

**Healthcare Benefits:**

The full range of healthcare benefits are available to all employees who are scheduled to and work over 21-hours/week. Eligibility is 1<sup>st</sup> of the month following successful completion of the 90-day, introductory period. For temporary employees, the temp assignment counts towards the normal 90-day waiting period. Full Company-provided coverage includes Medical, Prescription (retail & mail order), Vision (one exam every 2 years), Discount Prescription Eyewear, Dental, Mental Health, Basic Life, Accidental Death & Dismemberment (Both 1x salary up to \$100K) and Long-Term Disability. These are the benefits that are covered by the payroll deductions, listed above.

**Medical: Provided by CDPHP (Albany Capital District Healthcare Plan) EPO Plan.** (Set physician directory. No referrals required).

Coverage includes Medical, Prescription (retail & mail order through Caremark) and Vision (one exam every 2 years). This program is used in conjunction with The Difference Card, to manage the co-pay and deductibles through a structured healthy lifestyle program.

**The Difference Card:** Employees who complete an annual physical, complete a confidential, online Health Assessments and participate in a lunch & learn wellness sessions, will secure low co-pays and low-deductibles, for the employee and any all eligible dependents, for that current, plan year. Employees who do not complete these Healthy Lifestyle requirements, will be subject to higher co-pays and



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higher deductibles, for that plan year. Further details will be made available at the time of the Benefit Orientation, or sooner, upon request. The Difference Card requirements do not apply to or affect prescription or dental coverage.

**Completion of Requirements = Low Co-Pays:**

Primary Co-Pay = \$10.00  
Specialist Co-Pay = \$30.00  
Hospital/Inpatient = \$125.00

**Failure to Complete Requirements = High Co-Pays:**

Primary Co-Pay = \$40.00  
Specialist Co-Pay = \$60.00  
Inpatient Hospital Deductible = \$5,000.00

**Dental Insurance: Provided by Guardian. PPO Plan.**

The Dental plan provides in and out-of-network provisions. Orthodontic coverage is included. A rollover feature from year to year is available to extend coverage from \$1000 to \$1500 per calendar year; see plan documents. Dental coverage is not affected by The Difference Card.

**Discount Eyewear: Provided by Guardian.**

Employees enrolled in dental are eligible for Vision Discount Program. Discounts are available for some vision care services or supplies from a vision provider in the Vision Service Plan's (VSP's) network. Discounts available on glasses, lenses & laser surgery. 20% discount off VSP doctor's usual eye exam charge. You are not required to use a VSP network provider.

**Life Insurance, AD&D & Voluntary Life: Provided by Prudential through PPI Benefit Solutions**

Basic Life and AD&D Insurance are equal to 1x the annual salary, up to a maximum benefit of \$100,000. The full premium is paid by SELUX Corp., no cost to employee. Additional voluntary life is available for the employee, spouse and children; cost paid by employee.

**Long Term Disability Insurance: Provided by Prudential, administered by PPI Benefit Solutions.**

Available to full time employees. Eligible the first day of month following 90-days worked. 60% of base rate of pay for up to five years. Full premium paid by SELUX Corp., no cost to employee.

**New York State Disability: Provided by National Benefit Life Insurance Company**

NYS sponsored disability pay. Cost shared by employee & employer as per governmental guidelines. Entitles the employee to a percentage of income up to 26 weeks, when requirements are met.

**Cancer, Accident, Hospital & Disability: Provided by Aflac**

Supplemental insurance available to full time employees. Cost paid in full by employee; costs vary according to plan & coverage selected.

**Flex Spending Account: Provided by The Difference Card**

Available for all employees. Eligible 1st of month following 90-days of employment. This is a voluntary program. Opportunity to withhold pre-taxed dollars from the employee's weekly pay, to be put towards non-reimbursed, qualified medical expenses and/or dependent daycare allowance for you or any dependents considered taxable dependents. Must comply with federal laws and criteria.

**401(k): Provided by UBS Financial Services & ADP Payroll**

Available to all employees; (over age 21), who work at least 1000 hours per calendar year. Eligible 1st day of month following 90-days of employment with an automatic enrollment of 3%. Employees may contribute from 1% to 95% of gross wages. SELUX matches 25% of employee contribution up to 5% of employee wage.

**NYS 529 College Savings Program Direct Plan:**

This is a NYS sponsored plan that helps you save for college tuition, certain room-and-board expenses, books, supplies and other qualified higher-education expenses. You choose to invest your pre-taxed, payroll deducted contribution in one or more investment portfolios, to grow over time. Investments are managed by Vanguard, one of the world's largest investment management companies.

**Educational Assistance:**

SELUX promotes and encourages professional development of its employees and looks for employees to successfully participate in education development each year to support Company goals and objectives. Education assistance may come in the form of reimbursable degree programs or company sponsored seminars and professional development programs. Tuition may be reimbursed for approved degree programs and their courses that are relevant to their current or potential future positions within SELUX Corporation, and are subject to management approval. Payment of expenses is paid upon successful completion of approved courses and submission of passing grades and paid receipts.

**Fitness Incentive Program:** Reimbursement of fitness club membership based upon attendance for up to 50% – 75% of membership fees.

**Direct Deposit/ADP Payroll Debit Card:** Available to all employees. SELUX strongly encourages employees to enroll in one of these convenient payroll programs to expedite payroll receipt of funds paid.

**Employee Referral Bonus Program:**

Available to all active, SELUX employees who make a successful employment referral. If that candidate is hired as a SELUX employee and successfully completes one (1) year of employment, the employee who made the referral is eligible to receive a \$250.00 referral bonus. Subject to HR approval.

**Smoke-Free Facility:** SELUX is a **Smoke-Free** Campus. Employees may not smoke on premises at any time, even within their own vehicle parked on Company property. Smoking is only permitted, during an employee's ½-hour meal break, and may be done only, outside of the front, main entrance to the property. Employees are not permitted to leave the premises during paid breaks for any reason, including to smoke.

This is only a summary of benefits and does not guarantee coverage. All benefits may be subject to change upon management approval. See Plan Description or Human Resources for additional information and qualifications.