Benefit Summary

**Health Insurance**
All salaried staff and hourly office staff who work full time shall be eligible for hospital/medical insurance. Coverage is effective the 1st of the month following one full month of employment.

**Life Insurance**
Group term life is available to all permanent employees, to be paid automatically by agency. Coverage is effective the 1st of the month following one full month of employment. You can also enroll in spouse and dependent life insurance at your own expense.

**Retirement Plan**
All permanent staff are eligible to participate in the Retirement Plan. Coverage for the plan is effective as of the date of hire. After the probationary period, SUN will match up to the maximum percent decided for the year, retroactive to day one of employment.

**Flexible Benefits Plan**
All SUN employees are eligible to participate. Coverage is effective the 1st of the month following 30 days of employment. New employees must enroll within the first 30 days of employment by completing the salary redirection agreement.

**Paid Time Off**

- **Vacation** – Full-time staff shall accrue annual vacation leave in accordance with the Personnel Policies Manual starting at five working days per year for the first year. A year shall be defined as a year from the anniversary date of original employment.
- **Personal Leave** – Each employee is eligible for five and one-half paid personal days per calendar year after completion of probation period, prorated through the end of the first year. Unused personal days will be paid out at the employee’s current wage.
- **Sick Leave** – Full-time staff shall accrue 1 day per month. Sick leave may be used upon successful completion of the probationary period. Sick days may be used for preventative medical treatment and family member illness. Sick days may accrue to a limit of 90 days.
- **Holidays** – The following 6 days shall be considered holidays:

  | New Year's Day | Independence Day | Thanksgiving Day |
  | Memorial Day   | Labor Day        | Christmas Day    |

To be eligible for holiday pay, the holiday or designated day must fall on the employee’s regular scheduled workday. New hires will not be eligible for holiday pay during the probation period.

*Information is subject to change. Probationary period is defined as the first 3 months of employment. The Personnel Policies Manual supersedes this document. Last updated 00/04/2023*
• **Bereavement Leave** – In the event of a family death, employees are eligible for bereavement leave to be used the day before, day of, and/or day after the funeral. The compensable days must fall within the employee’s regularly scheduled workweek.

All employees shall be entitled to a maximum of three working days of paid bereavement leave for the death of a spouse, child, parent, parent-in-law, brother, sister, grandparent, and grandchild.

All employees shall be entitled to a maximum of one working day of paid bereavement leave for the death of a brother-in-law, sister-in-law, aunt and uncle.

**Jury Duty**
When called upon to serve on a jury, the employee shall be paid by the agency the difference between the earnings for such jury duty and his/her regular earnings. If an employee is dismissed from serving on the jury on any day, he/she shall return to work to complete the regular scheduled workday.

**Meals Regulations**
Staff under 60 are required to pay a minimum of $5.50 for a complete meal. Staff 60 or over are given the opportunity to donate the same as any other senior citizen.

Meal reimbursement for all day trainings or meetings will be reimbursed at a rate of $29.00 per day maximum upon receipt of proper documentation and receipts. This can be divided among all meals at the discretion of the employee.