



BENEFIT OPTIONS FOR FULL-TIME EMPLOYEES

Full-time employees are eligible for the following benefits:

- Medical (Anthem Blue Cross & Blue Shield) – eligible upon start date
- Dental (Dental Dental) – eligible upon start date
- Vision (Vision Service Plan) – eligible upon start date
- Life Assurance (Aflac) – eligible upon start date
- Flexible Spending (ADP) – eligible upon start date
- Life Insurance (Principal) – eligible upon start date
- VA College Savings (American Fund) – eligible upon start date
- 401k Retirement (John Hancock) – eligible 90 days after start date

Other benefits include:

- Tuition Reimbursement
- Online Certification Training
- Employee Referral Bonus
- Employee Assistance Program
- Employee Incentive Program (ACORNS)
- SmartBenefits Travel Incentive Program (only available to MD, DC & VA employees)
- Business Casual Work Environment
- Vacation Time:
 - 0-36 months of service=12 days of accrued vacation
 - 37-84 months of service=17 days of accrued vacation
 - 85+ months of service=22 days of accrued vacation
- Sick Time:
 - Each employee receives 5 days (40 hours) at the start of his/her hire date
- Ten (10) Paid Holidays:
 - New Year's Day
 - Martin Luther King, Jr.'s Birthday
 - President's Day
 - Memorial Day
 - Independence Day
 - Labor Day
 - Columbus Day
 - Veterans Day
 - Thanksgiving
 - Christmas