



UCAN BENEFIT SUMMARY

UCAN provides a progressive paid-time off system which can be used for vacation, sick, personal or holiday time. Also provided, for employee, is medical, dental, short/long term disability and life insurance coverage.

Voluntary vision and AFLAC options are available to employees working 20+ hours/week.

	FULL TIME/REGULAR (30-40 hrs/wk - Full Year) FULL-TIME/LIMITED SERVICE (30-40 hrs/wk - Part Year)	PART TIME/REGULAR (0-29 hrs/wk - Full Year) PART TIME/LIMITED SERVICE (0-29 hrs/wk - Part Year)
Upon Hire:	- PTO begins accruing each pay period according to personnel policies	- PTO begins accruing each pay period according to personnel policies
After 30 days:	-Medical, dental, life and disability insurance (employee only) -Employee Assistance Program (entire household) -PTO becomes accessible	-Employee Assistance Program (entire household) -PTO becomes accessible
After 3 years:	-PTO increases according to personnel policies	-PTO increases according to personnel policies
After 5 years:	- PTO increases according to personnel policies -One day Longevity Leave (end of 5 th year)	- PTO increases according to personnel policies -One day Longevity Leave (end of 5 th year)
After 10 years:	-Two days Longevity Leave (end of 10 th year)	-Two days Longevity Leave (end of 10 th year)
After 15 years:	-Three days Longevity Leave (end of 15 th year)	-Three days Longevity Leave (end of 15 th year)
End of 20 th year:	-Four days Longevity Leave	-Four days Longevity Leave
End of 25 th year:	-Five days Longevity Leave	-Five days Longevity Leave