



## **BENEFITS AVAILABLE TO ALL EMPLOYEES**

Besides the benefits required by law such as social security, workers' compensation insurance, and unemployment funding, The Animal Foundation provides the following benefits to all employees.

- **BRING YOUR PET TO WORK.** Depending on your position, you could be eligible to bring your pet to work with you. Check out our Pets In The Workplace policy for details.
- **RETIREMENT SAVINGS** – Start your retirement savings plan. Your investment is held for you until a future date when you are eligible to withdraw it. You may roll over your previous retirement savings, to our plan.
- **TAX SAVINGS** - Your contributions to retirement savings are paid by automatic payroll deduction. Unless you decline, these deductions are taken before federal taxes are calculated. That means you could pay less in federal taxes.
- **DIRECT DEPOSIT** – Instead of waiting in line to cash your paycheck, you can have your pay automatically deposited to your checking or savings account.
- **PAYCARD** – You can also choose to have your pay automatically deposited to your pay card. Pay cards are debit cards that you use to make purchases or withdraw cash anywhere debit cards are accepted.
- **DISCOUNT PET VACCINATIONS** – The Animal Foundation can provide your pet vaccinations, discounted below our already low prices. Check with our Clinic for more information and employee prices.
- **MILITARY LEAVE** – An employee who is absent due to being called into military service of the United States or the State of Nevada may be eligible to keep their job and benefits eligibility, and is eligible for any other benefits applicable under the Uniformed Services and Reemployment Act of 1994.
- **TRAINING, TRAVEL, LICENSING AND CERTIFICATION** - With management approval, some positions include company paid travel, training, licensing and certification. Check with your supervisor about these opportunities and benefits.



## BENEFITS AVAILABLE TO FULL TIME EMPLOYEES

In addition to the benefits for all employees, employees assigned to regular full time positions, and working regular full time hours, are eligible for the following benefits upon completion of their eligibility waiting period:

- PAID TIME OFF (PTO) – PTO must be used according to company policy. You are responsible for keeping track of your balance and PTO expiration date. After six months from your full time start date, you will receive a lump sum of 44 hours of PTO. After that, you will accrue more paid time off each pay period, at the following rates.
  - 44 additional hours, by the end of your first year
  - 128 hours per year, starting your second year
  - 168 hours per year, starting your sixth year
  
- INSURANCE BENEFITS - After completing the waiting period for your job, you may be eligible for the following insurance plans. Coverage for family members, including domestic partners, is available for most plans at the employee's expense. If you don't enroll at your first opportunity, you will have to wait for the next annual open enrollment, usually in June.
  - The Animal Foundation will pay the monthly premium for these insurance products:
    - Dental
    - Vision
    - Life (\$15,000 basic, plus \$15,000 AD&D)
    - Short Term Disability
  - The Animal Foundation will contribute to the employee's premium for these:
    - Major Medical
    - Accident
  - These are available at the employee's expense:
    - Additional life
    - Hospitalization
    - Critical Illness
  
- TAX SAVINGS - Your share of insurance premiums, if any, are paid by automatic payroll deduction. When available for your plan, deductions are taken before federal taxes are calculated. That means you could pay less in federal taxes. You may decline this option if you wish.