# PAID TIME OFF (PTO) & EXTENDED LEAVE BANK (ELB)

## Purpose
The purpose of the Paid Time Off (PTO) plan is to provide employees a flexible means of accruing and utilizing paid leave. PTO can be used for any purpose, subject only to necessary request and approval procedures consistent with County policies.

### Paid Time Off Bank
Full-time Employees will receive PTO on a calendar year basis if the employee is on paid status, on the schedule to the right.

Part-time employees regularly scheduled for a minimum of 1560 hours annually and 30 or more hours per week will be eligible to accrue PTO at the same FTE rate. Example: Employee who is .8 FTE will receive 80% of the eligible PTO hours.

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>PTO Days</th>
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<tbody>
<tr>
<td>Hired Jan-June</td>
<td>17</td>
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<td>Hired July-Dec</td>
<td>15</td>
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<td>15</td>
<td>35</td>
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</tbody>
</table>

## Extended Leave Bank (ELB)
Any unused PTO hours will be transferred into ELB on January 1st. ELB hours are to intended for use in situations where the employee is absent from work due to a medical qualifying event under the Family and Medical Leave Act.
BENEFIT SUMMARY

- Health
- Dental
- Vision

Heath Insurance:
Provider: WCA Group Health Trust/UMR
Cost per Month:
- **Family Plan**
  - Deductible: $3,000
  - Employee: $255.06 per month
  - Employer: $1402.44
  - Deductible: $5,000
  - Employee: $104.62 per month
  - Employer: $1402.46
- **Single Plan**
  - Deductible: $1,500
  - Employee: $117.32 per month
  - Employer: $627.28
  - Deductible: $2,500
  - Employee: $49.74 per month
  - Employer: $627.28

Dental Insurance:
Provider: Unum Dental
Cost per Month:
- **Family — Traditional Preferred High Plan**
  - Employee: $103.52 per month
- **Single — Traditional Preferred High Plan**
  - Employee: $34.80 per month
- **Family—Preventive Plus Low Plan**
  - Employee: $57.24 per month
- **Single — Preventive Plus Low Plan**
  - Employee: $16.68 per month

Vision Insurance:
Provider: Unum Vision
Cost per Month:
- **Employee Only**
  - Employee: $7.60 per month
- **Employee and Spouse**
  - Employee: $15.18 per month
- **Employee and Children**
  - Employee: $16.28 per month
- **Family**
  - Employee: $25.70 per month
**BENEFIT SUMMARY**

- Short Term Disability
- Voluntary Life and AD&D
- Flexible Spending Account (FSA)
- Wisconsin Retirement System
- Deferred Compensation Plan
- Employee Assistance Program
- Voluntary Hospitalization / Accident / Critical Illness
- Health / Medical Care by Telephone

<table>
<thead>
<tr>
<th>Benefit Type</th>
<th>Provider</th>
<th>Cost per Month</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Short Term Disability</strong></td>
<td>Income Continuation Insurance — Wisconsin ETF</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Voluntary Life Insurance</strong></td>
<td>Madison National</td>
<td>Varied, based on age and income level. Available for additional coverage on self, spouse, or dependent children.</td>
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<tr>
<td><strong>Flexible Spending Account - Healthcare and Dependent Care (FSA)</strong></td>
<td>Diversified Benefits DBS</td>
<td>Determined by employee</td>
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<tr>
<td><strong>Wisconsin Retirement System</strong></td>
<td>Wisconsin Retirement System</td>
<td>6.75% of Gross income. Available to non-benefited employees when 1200 hours worked is reached.</td>
</tr>
<tr>
<td><strong>Deferred Compensation Plan</strong></td>
<td>Nationwide and Wisconsin Deferred Compensation</td>
<td>Determined by the employee.</td>
</tr>
<tr>
<td><strong>Employee Assistance Program</strong></td>
<td>FEI Behavioral Health - offers services that support your well-being and resilience in work and life.</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Voluntary Hospitalization/Accident/Critical Illness</strong></td>
<td>Transamerica</td>
<td>Varied</td>
</tr>
<tr>
<td><strong>Health/Medical Care by Telephone</strong></td>
<td>Teladoc</td>
<td>Varied, based on services provided.</td>
</tr>
</tbody>
</table>
HOLIDAY PAY

Employees will be given ten (10) pre-determined paid holidays each year. Employees are eligible to receive holiday pay immediately upon hire. The following are paid holidays:

- New Year’s Day
- Friday before Easter
- Memorial Day
- Independence Day
- Labor Day
- Veteran’s Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

Hourly employees who are required to work on a designated holiday will be compensated for hours worked on the holiday in addition to holiday pay.

Part-time employees shall be compensated at a pro-rated schedule based upon the average number of hours worked the previous year, newly hired employees will be based on expected average number of hours worked. To be eligible the employee must average at least 20 hours per week.