

# 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.

| Years of Service | PTO Days |
|------------------|----------|
| Hired Jan-June   | 17       |
| Hired July-Dec   | 15       |
| 1                | 17       |
| 2                | 25       |
| 3                | 26       |
| 4                | 28       |
| 5                | 30       |
| 6                | 30       |
| 7                | 31       |
| 8                | 31       |
| 9                | 32       |
| 10               | 32       |
| 11               | 33       |
| 12               | 33       |
| 13               | 34       |
| 14               | 34       |
| 15               | 35       |

## 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

## Health Insurance:

Provider: WEA Trust  
Cost per Month: *Family Plan* Deductible: \$3,000  
Employee: \$255.06 per month  
Employer: \$1402.44  
*Family Plan* Deductible: \$5,000  
Employee: \$104.62 per month  
Employer: \$1402.46  
*Single Plan* Deductible: \$1,500  
Employee: \$117.32 per month  
Employer: \$627.28  
*Single Plan* 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: \$108.70 per month  
*Single — Traditional Preferred High Plan*  
Employee: \$36.54 per month  
*Family—Preventive Plus Low Plan*  
Employee: \$60.10 per month  
*Single — Preventive Plus Low Plan*  
Employee: \$17.52 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

## **Short Term Disability:**

Provider: Income Continuation Insurance — Wisconsin ETF  
Cost per Month: \$0

## **Voluntary Life Insurance:**

Provider: Madison National  
Cost per Month: Varied, based on age and income level. Available for additional coverage on self, spouse, or dependent children.

## **Flexible Spending Account - Healthcare and Dependent Care (FSA):**

Provider: Diversified Benefits DBS  
Cost per Month: Determined by employee

## **Wisconsin Retirement System:**

Provider: Wisconsin Retirement System  
Cost per Month: 6.75% of Gross income. Available to non-benefited employees when 1200 hours worked is reached.

## **Deferred Compensation Plan:**

Provider: Nationwide and Wisconsin Deferred Compensation  
Cost per Month: Determined by the employee.

## **Employee Assistance Program:**

Provider: FEI Behavioral Health - offers services that support your well-being and resilience in work and life.

Cost per Month: \$0

## **Voluntary Hospitalization/Accident/Critical Illness:**

Provider: Transamerica  
Cost per Month: Varied

## **Health/Medical Care by Telephone:**

Provider: Amwell  
Cost per Month: Varied, based on services provided.

# HOLIDAY PAY



Eligible 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.