



Benefits

for Part Time Regular Employees

Traditional and Work Life Benefits for You and Your Family

Medical, Holidays, Retirement

Medical Insurance

- Eligible regular part-time employees who work 30 hours or more per week
- Choice of 3 plans: Copayment, Coinsurance, or High Deductible Health Plan with Health Savings Account
- Coverage begins on the first day of the month following date of hire

Paid Time Off & Holidays

- **Paid Holidays:**
 - For regular, part-time staff who are normally scheduled to work on days we close to commemorate holidays:
 - New Years Day, Martin Luther King Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving and day after, Christmas Eve, and Christmas through New Years' Eve
- **Paid Time Off:**
 - For regular, part-time employees scheduled to work at least 390 hours per year
 - 21 days, earned incrementally and pro-rated based on your work schedule, beginning your first year of service

403(b) Retirement Plan

- Employer contribution of 5% of salary plus employer match contribution up to an additional 3%
- Fully vested after 3 years
- Coverage begins immediately for regular part-time employees scheduled to work at least 1,000 hours or more per year



Business Travel Accident Insurance: When you travel on IMB business, you receive \$100,000 for evacuation, \$25,000 family coordination, and \$2,500 personal property (international only). Coverage begins immediately.

