



## Summary of Employee Benefits

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In addition to a friendly work environment and competitive salaries, Gateway offers one of the finest total compensation packages in the region. Below is a summary of benefits available to all full-time employees:

### Holidays:

New Year's Day	Labor Day
Martin Luther King Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

### Paid Time Off:

The Paid Time Off plan is a comprehensive program that recognizes the many diverse needs of our employees for time off from work. Hours accrued may be used for any purpose. Paid time off is accrued on a monthly basis. Accrual is based on length of service with Gateway Homes. Employees may carry a maximum of 80 hours of paid time off at the end of the calendar year.

<u>Length of Service</u>	<u>Paid Time Off</u>
2 Months – 5 Years	2 days per month (16 hours)
6 – 10 Years	2 ½ days per month (20 hours)
Over 10 Years	3 days per month (24 hours)

Other Leave: In addition to paid time off, full-time employees may be granted up to 3 days leave when an immediate family passes away, jury leave, and up to 12 weeks of maternity or paternity leave without pay, unpaid educational and military reserve duty.

### Retirement:

All employees (both full and part-time) are eligible to participate in Gateway's Simple IRA retirement plan. Gateway will match up to 3% of each employee's salary.

### Insurance:

Gateway provides group term life insurance, accidental death and disability insurance, and long-term disability insurance. Additionally, full-time employees are eligible to participate in Gateway's group health (partially funded by Gateway) and dental insurance (fully funded by Gateway) plans.