

Summary of Employee Benefits revised 07/2011

Vacation:

Full-time employees working 40 hours/week:

- Completed less than 1 year prior to January 1 = 1 day per month of employment up to 10 days
- Completed 1 to 4 years as of January 1 = 10 day
- Completed 5 to 9 years as of January 1 = 15 days
- Completed 10 to 24 years as of January 1 = 20 days
- Completed 25+ years as of January 1 = 25 days

Vacation is accrued in the present year for use in the following year according to the schedule above. New employees may request an advance of vacation during the first two years of employment up to the amount of vacation they will earn during those calendar years of employment. All requests for an advance on vacation must be made through the Department of Human Resources via the established procedure.

Twelve Paid Holidays:

New Year's Day	Thanksgiving Thursday and Friday
Martin Luther King, Jr. Birthday	Christmas Eve
Good Friday	Christmas Day
Memorial Day	Floating Holiday Designated each year
Independence Day	Floating Holiday Employee's choice
Labor Day	

Leave Time:

Leave credits are granted at a rate of 6.66 hours per month, for a total of 80 hours per calendar year of employment. Months worked include the month of employment, if employment begins on or before the 15th day of the month.

If leave time is not used during the calendar year, the unused leave will accumulate up to 160 hours, in a roll-over leave account. Any unused leave beyond the accumulated 160 hours may be used as leave during the following calendar year on approval by the supervisor; if not used, leave time will be lost.



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Disability Benefits:

When an absence due to illness or injury extends beyond 14 consecutive calendar days, an employee will receive benefits to which he/she is entitled under the provisions of the Concordia Disability and Survivor Plan.

Commencing with the 15th calendar day of total disability, as defined by the Plan, the employer will reimburse twenty percent (20%) of an employee's salary not paid by the Concordia Disability and Survivor Plan for up to 12 weeks. During this time, the employee will be eligible to use available leave time to continue pay at 100 percent. Only the provisions of the Plan will apply to disabilities beyond 12 weeks.

Tuition Reimbursement:

After six months of employment and when approved by the employee's unit executive, an employee is eligible for tuition reimbursement each calendar year of 75% of tuition.

For employees of Corporate Synod – Reimbursement is limited to 25 credit hours per fiscal year with an annual maximum of \$4,000 for undergraduate credits and \$6,000 for graduate credits <u>for all</u> institutions.

For employees of CPS, FND and LCEF – Reimbursement is limited to 25 credit hours per fiscal year with an annual maximum of \$4,000 for undergraduate credits, \$6,000 for graduate credits, and no annual dollar limit for students attending a CUS school.

Upon receiving tuition assistance, an employee agrees to remain with the employer for a period of oneyear, or reimbursement of those funds will be made to the employer prior to the employee's departure at the discretion of the unit executive.

Flex-time Policy:

The Synod's flex-time program consists of flexible hours and core hours. Core hours are those hours all employees must be present each day. The flexible hours allow freedom to select a schedule that fits the needs of employees. Core hours when all employees must be present are 9:00 a.m. to 3:00 p.m. Flex-time options are 6:30 a.m. to 9:00 a.m. and 3:00 p.m. to 5:30 p.m.

Concordia Health Plan:

The Synod pays 100% of monthly premiums for all full-time, non-percentaged employees, and 75% of costs for employee dependents, effective July 1, 2003. The health plan is a PPO through Blue Cross Blue Shield and includes dental care and membership in a discount vision care plan.

Concordia Retirement Plan:

The employer contributes to the retirement plan for all full-time employees. This plan provides retirement income upon completion of a minimum period of service, and post-retirement benefits.

Concordia Disability and Survivor Plan:

Synod fully pays for coverage for all full-time, non-percentaged employees. This plan provides disability benefits, lump sum death benefits, and monthly benefits to surviving spouse and children.



Accident Insurance Program:

This is a program of accidental death and dismemberment insurance with coverage available to employee only or family plan. Benefits depend on your selected amount of coverage; the selection also designates amount of premium deducted from your pay.

Lutheran Church Extension Fund Payroll Savings Program:

Payroll deductions in multiples of \$5.00 each payday can be invested with interest accrued quarterly. While receiving a favorable return on your money, you can also serve the Church.

Tax Deferred Savings Plan (CRSP):

As employees of a not-for-profit organization, synodical workers are eligible to participate in a tax-deferred savings plan (administered by MetLife) by entering into a signed agreement with the Synod and Concordia Plan Services. A basic match of 50% of the first 2% of contributions is provided by your employer. Details can be secured from Concordia Plan Services, or the Department of Human Resources.

Credit Union Membership:

All employees are eligible for membership in Vantage Credit Union, formerly known as the Educational Employees Credit Union. See Human Resources for information.

Athletic Facilities:

The International Center features a workout room with weight machines, treadmills and other equipment. Additionally, employees may use the adjoining track at Vianney High School when not in use by students. The IC also offers locker rooms with individual showers and lockers.