

BENEFITS AT A GLANCE

The Bowhead Family of Companies



MEDICAL, DENTAL, AND VISION	Cafeteria-125 group plan provides BCBS medical, VSP vision, and/or Aetna dental insurance
LIFE INSURANCE AND ACCIDENTAL DEATH/DISEMBLEMENT (ADD)	Life: 2 x salary, max of \$200K, ADD: 2 x salary, max of \$200K
SHORT TERM DISABILITY	60% of weekly earnings- max of \$1,500/week for 13 weeks
SHORT TERM DISABILITY BUY UP PLAN (VOLUNTARY)	Extra 10% of weekly earnings (70% total benefit combined with basic disability benefit), max of \$2,000/week for 13 weeks
LONG TERM DISABILITY	60% of monthly earnings, max of \$7,500/month
EMPLOYEE ASSISTANCE PROGRAM	Six Employee Assistance Program (EAP) sessions per problem
CIGNA MY SECURE ADVANTAGE	Services to help with identity theft issues. Services to help build your will and other legal documents. Money coaching.
SECURE TRAVEL PROGRAM	Provides emergency medical evacuation assistance and travel services when traveling more than 100 miles away from your home
CIGNA ASSURANCE PROGRAM	Support and assistance such as counseling and financial guidance after the loss of a covered loved one
SUPPLEMENTAL LIFE AND ADD	Voluntary coverage for employee, spouse, and dependents
401(K)	Employer matching contribution up to 3% of gross eligible wages up to the annual maximum wages established by Federal law. All contributions are 100% vested. Traditional and Roth 401(K) options are available.
DEPENDENT CARE AND HEALTH FSAs	Pre-taxed deductions for dependent care or health expenses
CRITICAL ILLNESS PLAN	Pays a one-time lump sum benefit amount upon initial diagnosis of a covered disease or illness
PARKING/TRANSIT FSA	Parking: pre-taxed payroll deduction up to \$265/month Transit: pre-taxed payroll deduction up to \$265/month
REFERRAL BONUS	\$1,000 bonus/exempt employee hired. \$500 bonus/non-exempt employee hired. Referred and referring employee must be employed for six months. Certain contracts and companies are excluded
ADDITIONAL BENEFITS	Tricare Supplemental Plan, Verizon or AT&T wireless discount, Microsoft Office 2016 discount, and car rental discounts with National and Enterprise

CONTINUING EDUCATION
Tuition Assistance
Based on contract allowance

UIC University
Provides FREE access to over 2,500 courses, books, and videos online.

HOLIDAYS (10)

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

PERSONAL LEAVE
Vacation and sick leave is combined as personal leave.

40 or more hours/week

< 2 yrs	15 days
2 yrs	18 days
3 yrs	19 days
4 yrs	21 days
5-10 yrs	22+ days/yr
15 yrs	28 days
30 yrs	30 days

32-39 hours/week

< 2 yrs	12 days
2 yrs	14.4 days
3 yrs	15.2 days
4 yrs	16.8 days
5 yrs	17.5 days
6 yrs	18.4 days
7 yrs	19.2 days
8 yrs	20 days
10 yrs	20.8 days
15 yrs	22.4 days
20 yrs	24 days

