



WEST BAY RESIDENTIAL SERVICES, INC.

158 Knight Street, Warwick, R.I. 02886

(401) 738 - 9300

EMPLOYEE BENEFITS OVERVIEW

Eligibility for benefits is based upon employment status, date of hire and scheduled hours.

Health and Dental Insurance

- ***Excellent United Health and Delta Dental ; individual and family plans available.***
- Employees become eligible for coverage after 60 days in their scheduled position.
- Available to full time employees working a minimum of 35 scheduled hours per week.

401k Plan

- A 401 K plan is available to eligible employees. Employer match is discretionary.

Sick Leave

- **Full time employees** are credited with ½ working day's sick leave for each month's service.
- **Part time employees working 20-29 hrs weekly** are credited with two days/year.
- Sick leave begins to accumulate after 90 days of employment and may not be taken until the end of the introductory period.
- A doctor's note may be required of all employees taking more than two consecutive sick days.

Vacations

- Vacation credits begin to accumulate after 90 days of employment and may not be taken until the end of the introductory period.
- Vacations may not be waived in order to receive extra pay without prior approval.
- **Administrative and Professional Positions** receive Four Weeks vacation.
- **Full time employees** receive one day of **Personal Business Leave** per year.



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EMPLOYEE BENEFITS OVERVIEW

Vacations (continued)

- **Full-time employees:**
 - Three months to one year Service - **One Week** (*pro rated*)
 - One to three years Service - **Two Weeks**
 - Three to seven years of Service - **Three Weeks**
 - More then seven years Service - **Four Weeks**

- **Part-time employees:**
 - Working 20-29 hours weekly - **Three Days**

Holidays

- Employees, who work on observed holidays, receive compensation at the rate of one and one half times their hourly wage.

The following holidays will be observed in 2007:

- New Year's Day
- Dr. Martin Luther King's Birthday
- Easter Sunday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day
- New year's Eve