

## **Monadnock Family Services 2025 Summary of Benefits**

**Eligibility:** Employees regularly scheduled to work 17.5+ hours per week  
**Effective date:** Upon hire

### **1. Holidays**

- a. The Holiday Schedule is determined and approved by the CEO each year.
- b. Holiday time is prorated for eligible (17.5+ hours worked per week) part-time employees.
- c. The following is a list of the approved holidays.
  1. New Year's Day
  2. Civil Rights' Day
  3. Memorial Day
  4. Juneteenth
  5. Independence Day
  6. Labor Day
  7. Thanksgiving Day
  8. Day after Thanksgiving
  9. Christmas Day
  10. Day after Christmas in 2025

### **2. Tax Sheltered Annuity with Principal Financial Group**

- a. Employees can begin contributions to Traditional or Roth accounts with their very first paycheck

**Eligibility:** Employees regularly scheduled to work 17.5+ hours per week  
**Effective date:** First of month after one (1) month of service

### **1. Life Insurance & Accidental Death & Dismemberment with Prudential Financial Group Insurance**

- a. Eligible employees receive life insurance equal to the employee's annual base salary, rounded up to the next thousand dollars to a maximum of \$100,000.
- b. Accidental Death and Dismemberment (AD&D) is also provided and is equal to the employee's basic life insurance.
- c. Cost to Employee: None

**Eligibility:** Employees regularly scheduled to work 17.5+ hours per week  
**Effective date:** Can begin to use after one (1) month of service

### **1. Sick Time**

- a. Accrue sick time monthly up to 12 days annually.
- b. Sick time is prorated for eligible (17.5+ hours worked per week) part-time employees.
- c. Sick time is to be used for the employee's personal illness, medical or dental appointments, or injury.
- d. Cost to Employee: None

**Eligibility:** Employees regularly scheduled to work 28+ hours per week  
**Effective date:** First of month after one (1) month of service

### **1. Individual Coverage Health Reimbursement Arrangement (ICHRA) Health Plans**

- a. Options are offered that include Health Maintenance Organization (HMO), Exclusive Provider Organization (EPO), and Health Savings Account (HAS) Plans
- b. Plans are individually owned by the employee
- c. MFS provides a stipend to each employee for premium costs
- d. Plans are either on- or off-exchange.
  - i. If an on-exchange plan is selected, any employee premium beyond the MFS stipend will be after/post-tax
  - ii. If an off-exchange plan is selected, any employee premium beyond the MFS stipend can be pre- or after/post-tax. MFS' default in this case will be pre-tax unless the employee notifies MFS in writing.
- e. If an HSA eligible plan is elected, MFS will contribute up to \$2,000 to the employee's HSA account

### **2. Dental Insurance with Northeast Delta Dental Insurance Company**

- a. Eligible preventive services are covered at 100% of the reasonable and customary charges. Eligible dental treatments for basic and major/restorative care are paid at 80% and 50% respectively, after a

\$50 calendar year deductible (\$150 per family). The calendar year maximum benefit for all covered dental services is \$1,400 per person.

- b. Cost to Employee: Based on Employee Full-time Equivalent (FTE).

### 3. Long Term Disability with Prudential Financial Group Insurance

- a. In the event an employee becomes totally disabled, benefits begin after 90 days of disability.  
b. The benefit is equal to 60% of salary up to a maximum of \$8,000 per month.  
c. Cost to Employee: None

**Eligibility:** Employees regularly scheduled to work 17.5+ hours per week

**Effective date:** Can begin to use after three (3) months of service

#### 1. Vacation Time

- a. Accrue vacation time monthly up to 12 days annually for the first year of employment.  
b. Vacation time is prorated for eligible (17.5+ hours worked per week) part-time employees.  
c. After the first year, employees earn 2 additional vacation days per year up to a maximum of 22 days annually after 6 years of service.  
d. Begins to accrue immediately and is available to use after 90 days (3 months) of service.  
e. Cost to Employee: None

#### 2. Floating Holidays

- a. Up to 2-3 floating holidays (aka personal days) per year depending on start date and at CEO's discretion. Emerald House staff receive an additional day.  
a. In January of each year following the hire date, Floating Holidays are loaded into Paylocity.  
b. These days are in addition to holiday, vacation, and sick leave.  
c. Floating holidays are prorated for eligible (17.5+ hours worked per week) part-time employees.  
d. Only one floating holiday may be taken in any month. Days should not be taken consecutively.  
e. Floating holidays must be taken in full based on FTE. For example, if FTE = 80%, 5.6 hours of floating holiday must be taken at a time.  
f. Floating holidays may be prorated in the employee's first year of service and are based on FTE.  
g. Cost to Employee: None

**Eligibility:** Employees regularly scheduled to work 17.5+ hours per week

**Effective date:** First of month after three (3) months of service

#### 1. Flexible Spending Account (FSA) or Limited Purpose Flexible Spending Account (LPFSA) administered by Paylocity

- a. FSA is permissible with an HMO or EPO ICHRA plan. FSA is a use it or lose it account. Can cover medical, dental, and vision expenses.  
b. LPFSA is permissible with HSA options only. LPFSA is a use it or lose it account. Can cover ONLY dental and vision expenses.  
c. Employees contribute pre-tax dollars to help offset eligible medical, dental, vision expenses  
d. Can also be used for eligible over-the-counter purchases  
e. FSASTore.com or HSASTore.com  
f. Per calendar year expenses  
g. Entire election amount is available for use on January 1  
h. 2025 rollover amount is \$660

#### 2. Dependent Care Accounts (DCA) administered by Paylocity

- a. Employees contribute pre-tax dollars to help offset dependent care expenses in a calendar year

**Eligibility & Effective date:** After one (1) year of service with a minimum of 910 hours

#### 1. Tax Sheltered Annuity with Principal Financial Group

- a. Monadnock Family Services provides discretionary contributions equal to 1% of your gross wages each pay period  
b. Employees are 100% vested in contributions made by the Agency  
c. Cost to Employee: None

#### Additional Benefits Include:

- Pre-tax deductions for employees who elect off-exchange ICHRA medical insurance plan

- Pre-tax deductions for employees who elect dental insurance
- Employee Assistance Program – all part-time and full-time benefited employees up to 3 visits per occurrence
- Loan Forgiveness opportunities
- Tuition Assistance
- Direct Deposit
- Bereavement Pay
- Small zero-interest loans

The above information provides only a brief summary of each benefit. If you have benefit questions or would like additional details, please contact the Human Resources Department at 603.283.1570.