

ACMH, Inc.
SUMMARY OF EMPLOYEE BENEFITS

HOURS WORKED

- Full time staff work a 40 hour work week, with 1 paid lunch hour.

PERSONAL LEAVE AND VACATIONS

- Full time employees are granted 4 personal days at the date of hire and again at the beginning of every anniversary year. Personal days do not carry over from year to year.
- Full time employees earn one vacation day for every two-week pay period for a total of 13 vacation days per year. At the completion of each year of service, the employee earns one additional day of vacation, with a maximum of 5 additional days. One year's worth of vacation time may be carried over into the following year.

HOLIDAYS

- Observed holidays are as follows: New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus/Indigenous Peoples' Day, Veterans Day, Thanksgiving and Christmas Day.

SICK LEAVE

- Full time employees earn 7 sick days per year, with no limit to carry over of sick days.
- Part time employees accrue one 1 hour of sick time for every 30 hours worked, up 40 hours per year.

HEALTH PLAN

- A Health Plan is offered to all full-time employees. The Plan covers medical, dental, and vision providers. Effective April 1, 2025, the employees contribute is \$101, \$220, or \$362 per pay period depending on their choice of plan. Family coverage is available at additional cost to the employee.

RETIREMENT PLAN

- A 403(b) tax deferred annuity plan is offered to all employees. Employees may contribute from date of hire. After one year of employment, ACMH will make matching contributions equal to 5% of salary for the first ½% of employee salary deferral, plus 200% of the next 2 ½%, up to a maximum employer match of 10% of salary, for all full-time employees participating in the plan.

COMMUTER BENEFIT

- A Commuter Benefit is offered to all full-time employees. This benefit allows employees to set aside payroll deductions taken on a tax-free basis to pay for qualified workplace mass transit and parking expenses.

OTHER BENEFITS

- Additional benefits include workers compensation, disability, paid family leave and, for full time employees, life insurance and family medical leave.
- If you have paid a student loan for a minimum of 10 years, you may qualify for the Public Service Loan Forgiveness Program

EQUAL OPPORTUNITY EMPLOYER

- ACMH is an equal opportunity employer and does not discriminate on the basis of race, color, creed, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, mental or physical disability, marital status, veteran status or citizenship status. ACMH will make reasonable accommodation for employees with disabilities.