**HOLIDAYS**

Employees receive 12 paid holidays.

- New Year’s Day
- Martin Luther King Jr. Day
- Presidents’ Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

**CORE BENEFITS**

AACTE is committed to providing a rich benefit package to our employees that gives them an array of insurance choices. We cover 100% of Core Benefits.

- CareFirst BlueChoice Open Access POS medical insurance for employee-level coverage
- MetLife dental for employee-level coverage
- Long-term disability that begins at day 91 of a disability and provides 60% of salary to maximum of $8,000 per month
- Life insurance - 200% of annual salary to a maximum of $200,000
- Employee Assistance Program provides confidential counseling services for the employee and their family
- Up to $255 per month in Metro benefits
- 7.5% contribution to the 403(b) retirement plan after one year of employment; employees may contribute immediately

**ANCILLARY BENEFITS**

Employees may opt to add these benefits by paying out of pocket.

**Aflac**

Aflac pays cash benefits directly to you, unless you choose otherwise, for out-of-pocket expenses associated with accident, disability, hospitalization, etc. depending on the plan(s) you choose.

- Accident Indemnity
- Cancer Care
- Critical Care and Recovery
- Hospital Confinement Indemnity

**Legal Shield**

Your LegalShield and IDShield employee benefits give you access to top-rated law firms across the country to protect your legal rights in ANY situation.

**Take Care by WageWorks Flexible Spending Account (FSA)**

Take Care by WageWorks Flexible Spending Account (FSA) is a pre-tax benefit used to pay for eligible medical, dental, vision care, and dependent care expenses.

**PAID LEAVE**

**Annual Leave**

Employees are eligible for annual leave immediately upon hire.

- Vice presidents earn 6 hours/pay period
- Other full-time employees earn 4 hours/pay period for the first 3 years, 6 hours/pay period thereafter
- Maximum accrual for annual leave: 200 hours/calendar year

**Sick Leave**

Full-time employees are eligible for sick leave immediately upon hire.

- Vice presidents earn 6 hours/pay period
- Other employees earn 4 hours/pay period for the first year, 6 hours/pay period thereafter
- Part-time employees are eligible for sick leave after being employed for 1 year and working 1,000 hours
- Maximum accrual for sick leave: 375 hours

**Personal Leave**

Available to employees after 180-day period

- Employees hired between Jan. 1 and June 30 earn 2 work days of personal leave
- Employees hired after June 30 earn 1 work day of personal leave

**WORKWEEK**

Employees enjoy a regular 37.5-hour workweek.