



# 2019 BENEFITS PACKAGE

## GENEROUS INSURANCE PACKAGE

MBAKS covers employees' entire insurance premium, including dental and vision plans, plus an employee assistance program. We also currently contribute 20% of the cost of dependent premiums.

## PAID VACATION

MBAKS recognizes that employees need time away from work for personal well-being. Annual vacation accrual depends on length of service and full- or part-time status. Full-time employees accrue:

- 10 days per year from the start of employment to the third anniversary
- 12 days per year from the third to the fifth anniversary
- 15 days per year from the fifth to the tenth anniversary
- 20 days per year from the tenth anniversary onward

## PAID HOLIDAYS

MBAKS observes nine paid holidays each year.

## PAID PERSONAL DAYS

In addition to paid vacation and holidays, all full-time employees are granted two personal days per calendar year.

## PAID PARENTAL LEAVE

Our eight weeks of paid parental leave give parents flexibility, time to bond with their new child, and time adjust to their new family situation.

This leave covers maternity, paternity, and adoption leave associated with the birth of an employee's own child or adoption or foster care placement of a child with the employee. Eligible employees may request an additional four weeks of leave and may use their sick or vacation leave to cover this time.

## PAID SICK LEAVE

Full-time employees accrue up to 12 paid sick days per year. Sick leave may be used for personal illness; medical, dental, and optical appointments; or to care for a child with a health condition that requires treatment or supervision; or a spouse, parent, parent-in-law, or grandparent who has a serious health or emergency condition.



## PAID BEREAVEMENT AND EMERGENCY LEAVE

MBAKS grants up to three days of bereavement leave in the case of a death in the employee's immediate family; up to one day to participate in funeral services of a person not in the employee's immediate family; and up to three days per calendar year for temporary emergency care of ill or injured members of the employee's immediate family.

## 401(K)S

We offer a 401(k) plan with company matching and 100% vesting. 100% vesting means there is no "vesting schedule;" if you leave MBAKS, you're eligible to take all your contributions and MBAKS's matched contributions, no matter how long you've been employed here.

We match 100% of the first 3% you contribute, plus half of the next 2%. Here's what that looks like:

- 3% employee contribution + 100% MBAKS match = 6% total
- 4% employee contribution + 100% MBAKS match on 3% + 50% MBAKS match on 1% = 7.5% total
- 5% employee contribution + 100% MBAKS match on 3% + 50% MBAKS match on 2% = 9% total

## PRE-TAX FLEXIBLE SPENDING ACCOUNTS

Employees may reduce their federal tax liability through flexible spending accounts (FSAs) to pay for qualified medical and daycare expenses.

## OTHER BENEFITS AND PERKS

We offer regular opportunities for advancement, including internal promotion, raises, and bonuses in conjunction with our annual review process.

More than 90% of our staff have private offices, giving you the flexibility to collaborate with your coworkers or close your door and focus.

With a free on-site gym, it's easy to fit your workout routine into your day.

We don't just offer Built Green® certification—we follow through in our offices, too. Here are just a few of our conservation efforts:

- The building is cleaned exclusively with Greenseal certified products to ensure good indoor air quality.
- High-efficiency, water-conserving vacuums reduce dust and water use.
- Between waste reduction efforts and composting and recycling cans throughout the building, we keep hundreds of pounds of waste out of the landfill yearly.