



EMPLOYEE BENEFITS REFERENCE SHEET

VACATION/TIME OFF POLICY

- New employees get 10 days paid vacation per year
- Vacation is accrued at a rate of 10/12 of a day per month starting from the first day of the first complete calendar month of service
- Employees are eligible to begin using vacation time after 3 complete calendar months of service
- Vacation is on a "use it or lose it" basis and can not be carried over from one calendar year to the next calendar year
- Vacation increases to 15 days per year after 5 years of service and 20 days per year after 10 years of service
- Holidays – Coincide with client holiday schedule, if work is done at client site

401K PLAN

- Employees can contribute up to the maximum limit as set by the IRS per year
- Eligibility begins after 3 complete calendar months of service
- Employees can enter into the plan at the beginning of each quarter
- Employees are immediately 100% vested
- Contributions are pre-tax
- Contributions are made via payroll deductions
- Employees can choose from a variety of investment vehicles

MEDICAL PLAN

- SynergisticIT offers major medical coverage
- Eligibility to participate in the plan begins after 3 complete calendar months of service
- Employee contributions are made through payroll deductions
- Employees contribute 25% of the monthly premiums to participate in the plan. SynergisticIT pays the remaining 75%. Sample premium payments are shown below.

Plan Type	SynergisticIT Contribution	Employee Contribution	Total Monthly Premium
Single	\$210.00	\$70.00	\$280.00
Parent and Child	\$378.00	\$127.00	\$505.00
Husband/Wife	\$447.00	\$149.00	\$596.00
Family	\$631.00	\$211.00	\$842.00

Premiums shown above are based on the current premiums and are subject to change.

PAYROLL PROCESSING

- SynergisticIT employees are paid on a semi-monthly basis
- Direct deposit is available