

Front Range Roofing Co.

1100 Plum Creek Parkway, Suite 210, Castle Rock, CO, 80104
(720) 555-0129 · office@frontrange-roofing.example
https://frontrange-roofing.example



Benefits and paid time off

Front Range Roofing LLC provides a variety of benefits to full-time employees. A full-time employee, for benefit purposes, is one who works thirty (30) hours per week continuously. This benefits threshold is separate from the forty (40)-hour work-schedule classification in Terms of Employment.

The company benefits are a combination of paid time off, unpaid leave and employee benefit plans. All paid time off is calculated on your current base pay at the time of leave. It does not include overtime or any special form of compensation such as incentives, bonuses or shift differentials.

Front Range Roofing LLC reserves the right to terminate or amend any benefit plan at any time or increase employee premium deductions. You will receive a more detailed account of all the benefits which are available to you upon hire.

Health Insurance

Eligible, full-time employees may enroll according to the coverage start date and waiting period in the company's health plan documents. Confirm that date before relying on coverage.

Flexible Spending Account

N/A

Dental & Vision Insurance

N/A

401(k) Program

N/A

Life Insurance

N/A

Short Term & Long Term Disability (STD/LTD)

N/A

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COBRA – Continuation of Benefits Provision

You, your covered spouse and/or dependents, may be eligible to continue medical coverage if you lose it due to a COBRA “qualifying event.” If you are terminated, or lose benefits because you become a part time employee, Front Range Roofing LLC will notify you by letter outlining your rights and responsibilities under COBRA. Generally, coverage can continue for up to 18 months at your own expense.

You, your covered spouse and dependents may also be eligible to continue medical benefits if it is lost due to reasons such as divorce, death, loss of employment or loss of coverage due to age. It is your responsibility to notify us if you are losing benefits due to any reason other than termination or loss of coverage due to a reduction of hours.

You may continue your benefits during an approved Extended Medical Leave or Personal Leave of Absence. To continue your group health insurance under these circumstances, you must make a COBRA Continuation of Coverage Election. You will be responsible for full cost of the premium. If premium payments are not made on a timely basis the coverage will terminate. When you return to work on the designated date, you may receive reinstated health coverage subject to the terms of the health insurance policy. Please refer to the medical plan's summary plan description and COBRA notice for further information.

Government Fringe Benefits

In addition to the fringe benefits described above, employees are provided the following legally required fringe benefits:

- Unemployment Compensation - Employees are covered under the Colorado Employment Security Act and may utilize this benefit in accordance with the Act's rules and regulations.
- Workers' Compensation - Employees are covered under the Colorado Compensation Act. This insurance protects employees against injury or disability incurred during, and arising out of, the injured employee's employment. The Act's rules and regulations govern eligibility for said benefits. Employees must report at once to their immediate supervisor any injury incurred on the job, no matter how minor. Employees working in a state other than Colorado will be covered per the laws of that state.
- Social Security - Employees are covered by the Federal Social Security system, which provides retirement, disability, survivor, and Medicare benefits to persons who meet imposed government eligibility requirements. The employee and Front Range Roofing LLC share the cost of Social Security contributions for an employee per the law.

Holidays

Front Range Roofing LLC will grant holiday time off to all employees for the holidays listed below.

- Memorial Day (Last Monday in May)
- 4th Of July (July 4)
- Labor Day (First Monday in September)

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- Thanksgiving Day (Fourth Thursday in November)
- Christmas Day (December 25)
- New Years Day (January 1)

If a recognized holiday falls during an eligible employee's paid time off, the holiday will not count against the vacation time.

Holiday pay is applicable to full-time employees only.

Employee Notice and Application for Time off Work

Employees who seek time off from work shall advise management of the reason for such time off request in writing. Employee must request time off 30 days in advance before start of vacation for approval.

Employee time off shall be coordinated by the management and supervisors, to minimize disruption to the business operation.

Paid Sick Leave

Beginning with the first date of employment, all employees will accrue 1 hour of sick leave for every 30 hours worked. The maximum amount of leave that can be accrued in any calendar year is 48 hours. Sick time is not available for use until it has been accrued.

Sick leave must be used in increments of 1 hour or more. Sick leave may be used for personal, or dependent, care in case of illness, injury, or medical appointments.

Notify your supervisor or company management as soon as reasonably possible when you need sick time off. Any documentation request must follow the applicable leave policy and law. See the documentation section of the Attendance chapter.

Unused sick leave is carried over at the end of year, however the amount carried over may affect the accrual for the next year. (For example: if 24 unused hours are carried over, the maximum amount that is allowed to then accrue will be 24, for a maximum of 48 hours). Upon termination of employment, unused sick leave is not paid out.

Vacation Time

Paid vacation time is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. The company grants time off with pay to full-time employees who meet the following requirements. Eligible vacation time accrues on a pay period basis.

Consideration will be given to your scheduling preference whenever practical. In so doing, please note our business responsibilities are our priority. Accordingly, vacation time off must be requested, in writing, in advance and will be scheduled in the Company's sole discretion to maintain its orderly and efficient operation. Your immediate supervisor's decision, in this regard, is final and binding. Vacation time will be scheduled on a first-come, first-serve basis, where practical.

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Effective January 1, 2021 after 5 years of employment, all full-time employees are eligible for vacation time off as follows:

Vacation Granted Per Year | Accrual (Per Pay Period) 5 days | (40 hours) | 0.76

Vacation time off is based on an anniversary year. An anniversary year is defined as the year beginning on the date of employment and continuing for twelve months. Vacation will continue to accrue until a maximum of 40 hours is stored in the bank. After 40 hours have been earned, vacation time will not continue to accrue.

When a paid holiday falls within your vacation period, the holiday will not count against the vacation time. Vacation hours cannot be used in the computation of overtime.

Generally, you may not take vacation time off until it has been earned. However, if there are special circumstances when you need to use unearned paid time off, you will need to obtain pre-approval from your supervisor. If you take vacation time off which has not yet been earned and your employment is terminated, your final paycheck will be adjusted to reflect the time taken unpaid.