

BENEFITS SHEET

Holiday Pay

Palmer Staffing Services observes 6 holidays (**New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas**). Candidates are eligible for holiday pay once they have worked 1,000 hours or more within a one-year period from the holiday date and work the full week before and after the holiday.

Paid-Time Off (PTO)

Paid-Time Off (PTO) provides payment to employees for scheduled and unscheduled time off from work, including vacation, personal business, appointments, personal illness, and time off for family members and for other domestic situations. PTO generally must be scheduled in advance and have supervisory approval, except in the case of illness or emergency. PTO is in addition to time off which Palmer may make available to employees for holidays, military leave, or jury duty leave. Candidates are eligible for PTO after they have worked 1,500 hours within a one-year period. PTO equals 35 hours. You will be paid the average hourly rate worked during the 1,500 hours.

Accrued Sick and Safe Leave

Employees who are not yet eligible for PTO may be eligible for paid leave to cover absences related to their own or a family member's illness or absences related to stalking or domestic violence pursuant to the D.C. Accrued Sick and Safe Leave Act of 2008 ("ASSLA"). Employees begin accruing leave on their date of hire (one hour of paid leave for every 43 hours worked, not to exceed 5 days per year) and can start using accrued leave as soon as they have worked at Palmer for 90 days. Unused paid leave will carry over annually, but an employee can only use a maximum of 5 days per year. Any sick leave used by an eligible employee pursuant to ASSLA will be counted towards the 35 hours of PTO, and employees will not be compensated for unused sick leave at the end of employment.

Palmer may require that an employee who is out on leave for 3 consecutive days provide a medical certification, police report, court order, or signed victim or witness statement supporting the reason for leave. If leave is foreseeable, employees must make a written request at least 10 days in advance of the leave, including the reason for the absence and the expected duration of the leave. If the leave is unforeseeable, an oral request for paid leave must be made prior to the start of the work shift for which paid leave is requested. In the case of emergency, employees must notify Palmer prior to the start of the next work shift or within 24 hours of the onset of the emergency, whichever occurs sooner.

Direct Deposit – All candidates are encouraged to utilize direct deposit.

DC Commuter Benefit Ordinance

If you get to work by bus, Metro, commuter rail or vanpool, you can elect to withhold up to **\$255 per month** from your pay, **tax-free**, toward commuting costs. Full-time and part-time employees are eligible to enroll. You must have a registered Metro SmarTrip® card. Signing up is easy — just ask us for an enrollment form!

Here is an example of how you can save money:

Employee's Annual Pre-Tax Salary Deduction for Transit	\$3,060
Federal Income Tax Saved (25%)	(\$765)
Employee FICA Saved (7.65%)	(\$234.09)
State Income Tax Saved (6%)	(\$183.60)
Total Annual Cost to Employee	\$1,877.31
Total Annual Savings to Employee	(\$1,182.69)

Assumptions: Employee pays 25% in federal income tax; employee pays 6% in state income tax