

**SICK LEAVE** 10 days per year for 10 month employees credited at the beginning of each fiscal year (July 1). Initial credit for new employees is prorated from the date of employment through June 30 and credited upon employment. Maximum accumulation is 255 days effective July 1<sup>st</sup>, 2003; 260 effective July 1<sup>st</sup>, 2005.

**SICK LEAVE BANK** Available according to Article 13C of the SCTA Agreement.

**PERSONAL LEAVE** 4 days per year, prorated for new employees. Unused personal leave days at the end of each fiscal year are added to sick leave accumulation.

**FAMILY ILLNESS LEAVE** 5 days per year for required care for a serious illness of a member of the employee's immediate family. Days are prorated for new employees from the date of employment.

**BEREAVEMENT LEAVE** 3 days per occurrence. 5 days for spouse/partner in same household, child, or parent.

**RELIGIOUS LEAVE** 2 days per year.

**MILEAGE REIMBURSEMENT** Mileage reimbursement for business related travel is at the IRS rate.

**HEALTH INSURANCE** See attached.

**RETIREMENT** Enrollment in the applicable NYS Retirement System.

**FLEXIBLE SPENDING PLAN**  
(IRS - SECTION 125) Flexible Spending Plan to include premium payment, unreimbursed medical expenses and dependent care expense accounts.

**TAX DEFERRED PROGRAM**  
(IRS - SECTION 403 (b)) Ability to set aside, through payroll deductions, money for retirement purposes. The amount of employee contributions is excluded from the employee's federal and state taxable income. Contact your tax advisor or accountant for specific information.

**CONFERENCE ATTENDENCE** Available subject to supervisory approval.

**SALARY** In accordance with the terms of the collective bargaining agreement. Salary is paid on a bi-weekly basis.

**EMPLOYEE ASSISTANCE PROGRAM** Free confidential assistance is available through Capital EAP.

Benefits subject to change. Specifics are available in the SCTA Agreement.

Revised: 9/16/2003