



NEDC SEALING SOLUTIONS | 96 MILK STREET | METHUEN, MA 01844-4620

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## **STATEMENT OF BENEFITS**

### **Holidays** - 7 Holidays - 90-day Probationary Period

New Year's Day  
President's Day  
Memorial Day  
Independence Day (July 4<sup>th</sup>)  
Labor Day  
Thanksgiving Day  
Christmas Day

### **Insurances** - 90-day Probationary Period before any insurance benefits are effective.

#### Health Insurance

Blue Cross of Mass HMO New England  
75% paid by NEDC, and employee pays 25%.

#### Dental Insurance

Blue Cross Blue Shield Dental  
75%, paid by NEDC, and employee pays 25%.

#### Term Life Insurance

NEDC will cover the cost of a \$25,000.00 Life Insurance Policy, Premium paid by the company.

#### Short Term Disability

Provided by the Commonwealth of Massachusetts - you must apply for this online with the State of MA.

### **35 Hour Work Week** - 90-day Probationary Period

Employees work a 35-hour work week and are paid for 40 hours. To start employees work a 37-hour work week and are paid for 40 hours.

The 35-hour work week is contingent upon attendance and punctuality.

### **Bereavement Leave** - 90-day Probationary Period

3 Consecutive days for immediate family. (Parent, stepparent, spouse, child, sibling, grandparent, or grandchild) You may not receive holiday or vacation day pay in addition to bereavement.

### **Personal Time Off (PTO) / Sick Time** - 90-day Probationary Period

New Employees will receive 1 week of vacation after 1 year of employment and 2 weeks after 2 years of employment.

Accrualment of sick-time begins at time of employment at a rate of 1-week per year. Only 40 hours may be carried over. *This can only be used after the 90-day probationary period.*

NEDC views and combines both PTO and Sick-time into one.

**401K** - Eligible for Employees after one year of employment to the quarter.

NEDC will match up to 4% of employee salary.

**Company Gym**

NEDC has an on-site company gym. There is no fee associated and is open 6am-6pm Monday-Friday on working days.

