

# ATRIAX, PLLC



## Schedule of Employee Benefits

Atriax offers a comprehensive package of employee benefits that rivals industry leaders, small or large business. The benefits package is founded in the belief that sound investment in employee financial, physical, and retirement well-being is the right thing to do, while promoting a healthy life/work balance. Benefits are reviewed annually and adjusted as needed. Slight changes may be made from year to year, but the fundamental precept of long term employee financial and physical health will not be compromised.

Full time is defined as working 1000 hours/year, typically 20 hours/week whether compensated on a salary or hourly basis.

### Health and Well Being

<b>Health Insurance</b>	Full time employees after 60 days of employment	Atriax, PLLC pays 85% of the premium for eligible employees for group medical coverage. The plan is a high deductible health plan with a health savings account. Coverage is also available through the current plan for spouses and dependents. The cost sharing portion of employee health insurance and all family coverage is a pre-tax payroll deduction of monthly compensation.
<b>Health Savings Account (HSA)</b>	Full time employees after 60 days	Pre-tax deferral to a health savings account is available to employees enrolled in group health insurance.
<b>Dental Insurance</b>	Full time employees after 90 days	Atriax, PLLC pays 100% of the premium for group dental coverage. Family coverage is available through a pre-tax payroll deduction.
<b>Vision Insurance</b>	Full time employees after 90 days	Atriax, PLLC pays 100% of the premium for group vision coverage. Family coverage is available through a pre-tax payroll deduction.

### Retirement and Financial

<b>401(k) Retirement Plan</b>	Full time employees after 1 month	Pre-tax salary deferral with company match available in a self-directed retirement plan.
<b>Group Term Life Insurance</b>	Full time employees after 90 days	Atriax, PLLC pays 100% of the premium for \$50,000 death benefit.
<b>Short Term Disability</b>	Full time employees after 90 days	Atriax, PLLC pays 100% of the premium for a weekly maximum benefit of 60% of predisability earnings, not to exceed \$1,000.
<b>Long Term Disability Insurance</b>	Full time employees after 90 days	Atriax, PLLC pays 100% of the premium for a monthly maximum benefit of 60% of predisability earnings, not to exceed \$5,000.

## Life/Work Balance

<b>Vacation</b>	Full time salaried employees	ATRIAX PLLC provides 2 to 4 weeks paid vacation time for all salaried employees dependent on years of service.
<b>Sick Leave</b>	Full time salaried employees	Two weeks of paid sick leave is provided to salaried employees every calendar year, regardless of service.
<b>Holidays</b>	Full time salaried employees	<p>ATRIAX PLLC observes the following holiday schedule for all employees: New Year's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Thanksgiving Friday, Christmas Eve, Christmas Day.</p> <p>Other down days or minimum staffing days may be declared by company Principals at any time.</p>
<b>“Flexible Friday” Schedule</b>	All employees	Flexible schedule for Friday afternoon for all employees.
<b>Jury Duty</b>	All employees	Notify your immediate supervisor if you are summoned for jury duty. Unpaid time off from work will be granted as necessary in compliance with applicable law.
<b>Military Duty</b>	All employees	Atriaux will provide military leave of absence and reinstatement for qualifying employees. The Atriaux Group will work closely with any military member, active duty, reservists or national guardsmen to accommodate uniformed service.
<b>Family and Medical Leave Act (FMLA)</b>	All employees	Atriaux is not a “covered employer” under The Family and Medical Leave Act (FMLA). However, Atriaux will comply with the spirit and general requirements of the current Federal and State FMLA.
<b>Licensure and Professional Expenses</b>	Full time employees	Professional expenses reimbursed by Atriaux ranging from \$250-\$750/year depending on level of licensure/certification.
<b>Moonlighting</b>	All employees	Any work outside Atriaux is allowed and can serve as professional enrichment. It should not interfere with your Atriaux employment, nor should any Atriaux resources be used.
<b>Civic and Professional Activities</b>	Full time employees	Time and expenses for civic and professional activities may be approved on a case by case basis by firm principal.

Each benefit/coverage is subject to its own underwriting. Specific information about a benefit or coverage is available that outlines eligibility and participation specifics subject to policy provisions, employment law, stated plans or other applicable governing document. Benefits are reviewed annually and subject to change.

Atriaux is an inclusive company with a life/work balance that is unrivaled by any peer companies. The main office is in a quirky historic house in downtown Hickory, North Carolina. The entrepreneurial spirit that began 19 years ago, endures today with new markets, challenges and experiences for everyone. The culture is collaborative, challenging and demands fun!

