

**FLORIDA BAPTIST CHILDREN'S HOMES
ADDITIONAL VALUE-ADDED EMPLOYEE BENEFITS**

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HOURS	A normal work week consists of 40 hours, including time off for meals (1 hour per day). Exceptions are made for exempt staff, who are expected to work the amount of time required to fulfill their responsibilities. Normal office hours are between 8:30 a.m. and 4:30 p.m. for all clerical and other office employees.
PDOs	Paid Days Off. Employees are eligible after 89 days of service from date of hire and must work a minimum of <u>forty (40) hours per week</u> for full time employees and <u>thirty (30) hours per week</u> for part time employees. Employees will earn 25 PDOs per year calculated from date of employment, but have the opportunity to earn more based on position and a rollover account. Please consult the Personnel Policies and Procedures Manual for how days are to be calculated. These days are meant to provide time away from work for vacation, sickness, and personal emergencies.
HOLIDAYS	Employees are permitted to be excused from work with pay on selected national holidays as determined by the calendar and approved by the president and the Personnel Committee. The days usually observed are: New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving and the following day, Christmas Eve, Christmas Day and the day after, and New Year's Eve. Permanent part-time employees are not eligible for holiday pay (for definition of Permanent part-time employee see Personnel, Policies, and Procedures Manual).
SERVICE GIFTS	The Board recognized the service of employees who have completed at least 5 years of continuous employment with the Homes. Full-time employees will receive a financial gift after each five-year anniversary, equal to \$100 per year of service; permanent part time employees will receive one-half this amount. Service gifts will be presented on the employee's anniversary.
RETIREMENT GIFTS	An employee who retires after age 55 and after five years continuous service with the Homes will receive the equivalent of one month's salary. After ten years of service or more, the equivalent of two month's salary will be presented as a gift to a retiring employee.
STAFF DEVOTIONAL	Because of the religious nature of the work and ministry of Florida Baptist Children's Homes, administrative staff shall schedule or lead regular devotional periods for all employees.
PERSONAL AND PROFESSIONAL DEVELOPMENT	Staff are encouraged to continue their personal growth and professional development through attendance at specialized training workshops and seminars.