



September 2011

## BENEFIT SUMMARY

R4 Information Technologies, LLC (R4IT) currently offers the following benefits to all full-time employees. You may obtain more information concerning R4IT benefits by reviewing the Employee Handbook or contacting the Employee Relations Manager.

### DENTAL

R4IT contributes to the dental care for its employees, their spouse and dependents

### HEALTH

R4IT contributes to its employee's health insurance through a health care provider service plan – to cover employees and qualifying dependents.

### VISION

R4IT contributes to the vision care for its employees, their spouse and dependents.

### LIFE INSURANCE

R4IT contributes to the life insurance policy for its employees.

### SHORT-TERM DISABILITY

Short-term disability is available to all employees.

### LONG-TERM DISABILITY

Long-term disability is available to all employees.

### PERSONAL TIME OFF

New employees with R4IT start with three weeks of vacation. An additional week of vacation is added every five years up to a maximum of five weeks of vacation.

### COMPENSATORY TIME

Employees are allowed to accrue compensatory time off, depending upon the customer's policies and needs. See Employee's Handbook for details.

### HOLIDAYS

R4IT provides for ten holidays per year, with six fixed holidays and four "floating" holidays that may be taken on the calendar day or at the employee's discretion, depending upon customer policies.

### RETIREMENT

R4IT contributes 10% of an employee salary to their 401K account, even if the employee does not contribute on a regular basis. The employee is totally vested in the company contributions after their five year employment anniversary, and is pro-rated on each anniversary before that. Total 401 K contributions will comply with IRS rules.

### REFERRALS

Referral bonuses are normally \$500 for uncleared personnel and \$1000 for cleared personnel. However, until further notice, the referral bonus for cleared personnel has been raised to \$5000.

### TRAINING ALLOWANCE

R4IT encourages employees to further their education, and will provide an education assistance program when the company has the opportunity.