



ALL EMPLOYEES:

PTO – may earn up to 40 hours of PTO in your first 24 months, 80 hours per year after 24 months

- This benefit begins immediately when you start working

SIMPLE IRA (Salary Deferral Election) - With a Simple IRA plan, the employee voluntarily contributes a percentage of their payroll directly from their paycheck pre-tax. For those that participate, Viking will make a matching contribution of up to 3% of the employee's compensation.

- Must be a Viking employee for a minimum of two years
- Must meet a minimum income threshold
- May sign up during the annual election period which will be at the end of the year to be effective as of January 1st
- We will advise when the enrollment period is if you are eligible to participate in the Simple IRA plan

BIRTHDAY PAY - During the pay period that includes your birthday, you will receive "BIRTHDAY PAY" equivalent to the average number of hours you are scheduled to work during one shift based on your schedule.

- Employees that work a normal, weekly schedule throughout the year are eligible for this benefit. If you are a seasonal employee (summer/day camps) or a sub, you are not eligible.
- Employee must be considered active and working throughout the pay period that their birthday falls into to receive this benefit.
- This time is NOT deducted from the PTO that you earn and is NOT eligible to be paid out if you separate from Viking prior to the close of your birthday pay period.

PARENTAL LEAVE- Must have been an employee for 18 months to be eligible for this benefit. Must elect to use parental leave 30 days prior to anticipated arrival of child.

FULL TIME EMPLOYEES – 30 HOURS PER WEEK:

Employees are eligible the first of the month after working 60 days at full time hours.

MEDICAL INSURANCE – Viking contributes \$300 per month towards the cost of your medical insurance premium when taking part in the Viking sponsored health care plan

DENTAL INSURANCE – Voluntary through payroll deduction

VISION INSURANCE – Voluntary through payroll deduction

LONG TERM DISABILITY INSURANCE – LTD Insurance protects an employee from loss of income in the event that he or she is unable to work due to illness, injury, or non-workplace accident for an extended period of time – the LTD Insurance will pay 60% of your income in these cases to a maximum cap each month