

# Employee Benefits - Paid Interns



Benefit	When Eligible	Paid By	Description - Part Time (less than 40 hours per week)
<b>Sick Time</b>	Completion of 3 months of employment	Vinfen	Accrue 1 hour per 30 hours worked (cap of 40 hours annually)
<b>Health Insurance</b>	First day of month following 1 month of employment	Vinfen and employee (pre-tax)	<ul style="list-style-type: none"> <li>• Available if scheduled for <math>\geq 30</math> hours/week. Contribution varies based on annualized pay rate.</li> <li>• Employees who are not eligible based on their scheduled hours may become eligible if they work a minimum of 130 hours per month on average for an 11 month (for new hires) or 12 month (for continuing employees) Measurement Period.</li> </ul>
<b>403(b) Employee Retirement Savings Plan</b>	After receipt of first paycheck	Employee (pre-tax)	Available to all employees.
<b>401(a) Company Defined Contribution Retirement Plan</b>	After completing one year of employment during which you worked at least 1,000 hours	Vinfen	Available to all employees who meet the length of service and hours of service requirements.
<b>Life Assistance Program (LAP)</b>	Immediately	Vinfen	<ul style="list-style-type: none"> <li>• Available to all employees and their household members.</li> </ul>

Benefits Effective September 1, 2023