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Employee Benefits

Employees are eligible for benefits 90 days from their employment start date. Full benefits are offered to full-time employees (those who work at least 36 hours a week). Employees who completed Aptagen's Internship/Co-Op program prior to employment are eligible for benefits immediately.

Holidays – Paid time off for designated holidays are for full-time employees. Full-time employees receive hours of PTO equivalent to those logged onsite during designated holidays. Part-time hourly employees are exempt from paid holidays.

Paid Time Off (PTO) – Full-time employees begin accruing PTO 90 days after their start date. Employees will accrue 4 hours of PTO each pay period. PTO includes sick days. At the end of the year, up to 4 days of unused PTO can be rolled over to the next year. PTO is not paid out in the event of termination or resignation of employment.

Medical/Prescription Coverage – Our plan is offered through Highmark Blue Shield. Employer contributes \$250 towards health insurance for each full-time employee, which is typically >50% coverage towards the premium. Employee's contribution towards coverage for medical/prescription plan is based on age laid out by Highmark Blue Shield.

Dental – Dental coverage is offered through Highmark Blue Shield. Employees can purchase dental insurance for themselves alone or for themselves and their dependents.

Vision Plan – Plan is offered through Highmark Blue Shield and provides employees and their families assistance in paying for regular eye exams, glasses and contact lenses. Employees can choose to receive services from in-network or out-of-network providers. Employees can purchase vision insurance for themselves alone or for themselves and their dependents.

Supplemental Plans offered through Colonial Health – Employees may select to purchase a variety of supplemental coverages, for themselves only or themselves and their families. Employer will offer a contribution of up to \$25 per month if a full-time employee elects to sign up for any supplemental insurance benefits offered by Colonial Life. This contribution amount is only offered if the employee elects for any supplemental coverage and cannot be used towards the premium for major medical health insurance.

Simple IRA Plan – Starting 12 months after their start date, full-time employees will be eligible for the company's retirement plan. Company matches the first 3% of employee contributions to the plan.

The above summary is intended to provide a brief description of benefits offered to full-time employees. Full details on benefit plans and exclusions are outlined in the certificates of coverage and plan document from each provider.

<https://aptagen.sharepoint.com/sites/ADMIN.TEAM/Shared Documents/ADMIN/Health Insurance/Employee Benefits mly-aml-gtc083021 mly-aml-gtc011922.docx>