

**DANVILLE-PITTSYLVANIA COMMUNITY SERVICES  
EMPLOYEE BENEFITS**

BENEFIT	FULL TIME	PART TIME	WHO PAYS	WHEN ELIGIBLE	WHAT YOU RECEIVE
Annual Leave	X	X	DPCS	When employed	Accrue leave each pay period based on years of service.
Sick Leave	X	X	DPCS	When employed	Accrue 5 hours of sick leave each pay period (leave is prorated if part-time).
Personal Days	X	X	DPCS	After probation	May convert 3 days of sick leave into personal leave each calendar year (leave is prorated if part-time).
Paid Holidays	X	X	DPCS	When employed	12 paid holidays (holidays are prorated if part-time).
Wellness Hour	X		DPCS	When employed	One hour weekly to be used for wellness works activities or physical exercise if approved by supervisor.
Civil Leave	X	X	DPCS	When employed	Leave with pay for any absence necessary for jury duty.
Family Medical Leave (FMLA)	X	*	DPCS	After 1 year	Up to 12 weeks paid/unpaid leave during a 12-month period.
Leave Sharing	X	X	DPCS	After probation	Receipt of donated annual leave from other employees.
Employee Assistance Program	X	X	DPCS	When employed	Confidential way of working through problems experienced by employees and their families.
Health Insurance	X	*	DPCS and/or Employee	First day of month following employment	Choose between 3 plans offered for health insurance. Premiums are pre-taxed and payroll deducted.
Dental Insurance	X	*	Employee	First day of month following employment	Dental coverage with premiums pre-taxed and payroll deducted.
Cancer Insurance	X	*	Employee	First day of month following 30 days of employment	Cancer coverage with premiums pre-taxed and payroll deducted.
Accident Insurance	X	*	Employee	First day of month following 30 days of employment	Accident coverage with premiums pre-taxed and payroll deducted.
Disability Insurance	X	*	Employee	First day of month following 30 days of employment	Receive income after 90-day elimination period and exhausting accrued leave.
Flexible Spending Accounts	X	*	Employee	First day of month following employment	Receive reimbursement for qualified health care and/or dependent care expenses on a pre-taxed basis.
Virginia Retirement System (VRS)	X		DPCS	Based on date of hire	Receipt of a defined benefit plan. Employee is vested after 5 years of employment. See VRS Handbook for retirement details.
Tax Deferred Annuity (403B)	X	X	DPCS and Employee	When employed	Pre-tax contributions to reduce your current income taxes and defer wages for retirement. Employer match of 50% up to \$500 maximum per calendar year after initial 6-month probationary period (prorated if part-time).
Social Security (FICA)	X	X	DPCS and Employee	When employed	Benefits as provided by Federal Government.
Term Life Insurance	X		DPCS	Based on date of hire	Term life insurance based on annual salary for employee through VRS.
Optional Life Insurance	X		Employee	Based on date of hire	Additional term life insurance based on annual salary for employee, spouse, and children.
Supplemental Life Insurance	X	X	Employee	When employed	Supplemental life insurance for employee, spouse, and children through payroll deduction.
United Way Contributions	X	X	Employee	When employed	Contributions that can be payroll deducted.
Virginia Credit Union	X	X	Employee	When employed	Savings and Loan Programs.
Savings Bonds	X	X	Employee	When employed	May purchase savings bonds through payroll deduction.
529 College Savings Plan	X	X	Employee	When employed	Save for higher education expenses through a tax-advantaged account.
Educational Aid	X	X	DPCS	After probation as funding permits	Reimbursement for tuition for a pre-approved job related course.
Worker's Compensation	X	X	DPCS	When employed	Protection for on-the-job injuries.
Coffee	X	X	DPCS	When employed	Unlimited coffee.
Employee Activities	X	X	DPCS and/or Employee	When employed	Activities for employee enjoyment (i.e., Holiday Gathering, lunch and learns and wellness social activities.

\*Must work a minimum number of hours to be eligible.