

LEAP's Employee Commitments and Benefits 2006

General working hours: 8hrs/day; block time 9:30 – 4:30
salaried, monthly paid full time employees have no overtime pay provision; pay is for work outlined in Employment Agreement and not necessarily just for 40 hr spent at LEAP's facility.

Paid time off (vacation): has to be announced in advance:
for 1 day off, 1 week advance notice
for 1 week off, 1 month in advance notice
for 2 days off, 2 weeks advanced notice
etc.

Comments: - to expect flexibility from management requires flexibility on the part of the employee (e.g. "crunch" time or deadlines)
-submit vacation requests after checking wall and web calendar for potential conflicts in your work group (Sales, Mkt, Operations, Customer Support, R&D) to Susie Martin;
-comp. time is only available when pre-arranged; comp time needs to be taken within 1-2 weeks;
-when you are sick or have other emergencies, you need to inform Werner or Susie directly, voice mail if they are out of town and your group leader; no message through anyone else!
Since these are considered very personal situations they want to handle those themselves with the necessary discretion

Education expenses: LEAP encourages further education and training; LEAP pays course fees or allows work time for education when feasible, but it needs to be approved

Mileage reimbursement: Use of private cars for work will be reimbursed (submit on expense sheet), the rate is the IRS allowed rate (\$.xx/mi)

Business expense reimbursement: Get a check from Diane for local purchases; travel expenses are either covered by corporate credit card or reimbursed in cash when out of pocket; turn in expense reports for credit card and cash expenses within a week of occurring; corporate card are a privilege and can be revoked in case of abuse or lack of turning in expense reports

Vacation time: 1st - 3rd year: 10 working days
4th-5th year: 15 working days
> 5th year: 20 days

Holidays: There are 9 official holidays

New Year
Martin Luther King Day
Good Friday or Easter Monday
Memorial Day
Independence Day
Labor Day
Thanksgiving
Christmas Eve
Christmas

any religious holidays can be substituted for one above!

Health insurance: Group Policy: Blue Cross Blue Shield High Deductible PPO (\$2,500 for individual, \$ 5,000 for family) with HSA account

Eligibility: after 30 days

Coverage: most doctors and hospitals are on this plan, check web-site (<http://www.leaptec.com/staff-page.php>) for the participating list of health care providers.

Premium fully paid by LEAP; deductible and co-pay portion is paid out of employees HSA account. LEAP pays \$ 208/mo (2005) directly into employees HSA; LEAP pays premium for Group Dental insurance, but no deductible or co-pay

Disability insurance: Individual policies: Equitable

24hr/day, 365 days/year, world wide, 66% of wages;

90 day wait period (LEAP continues to pay during this time)

LEAP pays premium

Eligibility: after 3 months; full time employees only

Retirement plan: LEAP sponsors a 401K retirement plan with a salary reduction and a profit sharing contribution; profit sharing match by employer is between 1-3% not exceeding employees contribution. Investment choices are up to the employee (Carl Schwab)
Ask for specifics.

Eligibility: 3 months after start

01/10/06

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