

# Benefits Summary 2025

\*Full Time Employees



## NINE DESIGNATED PAID HOLIDAYS

Good Friday  
Independence Day  
Thanksgiving Day (including half day Wednesday before)

Memorial Day  
Labor Day  
Friday after Thanksgiving

Christmas Day  
New Year's Day  
Martin Luther King Day

## PAID TIME OFF (PTO)

Eligibility and accumulation begins the 15th of the calendar month from date of hire.

0 - 3 years employment	10 hours per month = 15 days per year
4 - 7 years employment	12 hours per month = 18 days per year
8 - 15 years employment	14 hours per month = 21 days per year
16+ years	16 hours per month = 24 days per year

## BANKED PTO FOR NEW HIRES

Full-time new hires that have at least five years of continuous full-time employment with their most recent previous employer will be granted an immediate one-time amount of "banked" PTO hours equal to one day per year of employment with that most recent previous employer. These "banked" PTO hours will be capped at a maximum of twenty days; i.e. years employed with most recent previous employer equaling twenty or more years will equal a maximum of twenty "banked" PTO days.

## EMPLOYEES MAY ACCUMULATE UP TO 44 DAYS OF PTO

Maximum accumulation increases to 50 days after 10 years of continued employment.

## MILEAGE REIMBURSEMENT

LD&B offers mileage reimbursement based on the IRS rate for approval travel in person vehicles.

## SHORT/LONG TERM DISABILITY BENEFIT

The carrier provides 60% of salary with maximum limits. Eligibility begins 1st of the month following date of hire.

## GROUP LIFE INSURANCE BENEFIT

Eligibility begins 1st of the month following date of hire.

- \$50,000 group life coverage

## BENEFITS OPTIONS (CAFETERIA PLAN)

- Major Medical Health Insurance
- Dental / Vision
- Voluntary \$10,000 - \$300,000 Term Life. Family members may be added.
- Voluntary Cancer Insurance, Intensive Care, Accidental Insurance.
- Voluntary Medical Reimbursement plan
  - Health Savings Account (HSA)
  - Limited Purpose Flexible Spending Account (LPFSA)
  - Flexible Spending Account (FSA)
- Voluntary Dependent Care Reimbursement Plan
- Voluntary Universal Life Insurance with Long Term Care Benefits

## **CASH OPTION**

Eligibility begins 1st of the month following date of hire.

Pro-rated for those hired after annual enrollment. This benefit is paid to employees with other medical coverage who forgo the LD&B group medical insurance benefit and provide proof of current medical insurance.

## **BONUSES**

Bonuses may be based on personal goals, team goals, and firm goals. Bonuses may be prorated based on date of hire. Bonuses are not guaranteed.

## **SALARY SAVINGS PLAN**

- Participation in the 401(k)plan/ESOP as outlined in the Summary Plan Description.
- 3% safe harbor retirement plan contribution made by the firm on your behalf.
- The ESOP is funded 100% by the firm and it is part of the retirement plan benefit.
- Employees may become eligible to participate in the ESOP/401k after twelve consecutive months of at least 1,000 hours of employment as a regular employee.

## **CONTINUING EDUCATIONAL AND PROFESSIONAL DEVELOPMENT**

The firm encourages professional development and education. Various continuing educational events and opportunities will be made available to you.

## **TUITION ASSISTANCE**

LD&B may provide tuition assistance to regular, full-time employees (30 hours per week) who have successfully completed their introductory period and who undertake a course of study that may lead to an associate's, bachelor's, or master's degree or a certificate program from an accredited university or college. Courses must be related to the employee's current job or for a job the employee could realistically move to in the future.

## **ADDED VALUE BENEFITS**

- The firm encourages each employee to direct up to \$750 per year to a local non-profit organization of their choice.
- Each employee is allotted eight hours annually to participate with a charitable organization during a workday.
- Birthday off during the calendar year.
- One week per month an employee may be permitted the opportunity to work four 10-hour consecutive days in order to have Friday of that week off.

## **POTENTIAL OPPORTUNITY FOR HYBRID WORK**

Eligibility begins after employee(s) have completed their initial probationary period of employment with LD&B. This option may be available for employees based on specific criteria. The opportunity for hybrid work is not guaranteed.

We're committed to making a difference **365** days a year.