



## **Work/Life**

Time Off – Employees receive Paid Time Off (PTO), accrued on a per pay period basis.

Holidays – Employees receive 10 paid Holidays as predetermined by ICUS.

Employee Assistance Program (EAP) – Confidential and free service is available to assist employees and immediate family members with personal and job-related concerns.

Service Awards – Employees receive recognition for milestone years of service.

Work Schedule – Due to their strong work ethic and personal accountability, full time employees enjoy a 35 hour work week and paid lunch hour. Additional hours are required as business needs demand.

Casual Attire – Business casual attire is observed Monday – Thursday and jeans are permitted on Fridays and special event days.

Flexpay – ICUS's optional cafeteria plan allows employees to pay, from before-tax earnings, portions of their daycare expenses.

This summary describes only selected highlights of ICUS plans. If any statement within this summary, or any other communication conflicts with applicable plan and/or coverage documents, the plan and/or coverage documents shall govern. ICUS retains all right to amend, modify or terminate its plans in whole or in part at any time, and neither its plans nor plan participation shall be considered a contract for future employment.