OPAL Community Land Trust Overview of Employee Benefits	
Introductory Period	3-Month Introductory Period - Formal evaluation after 3 months
Definition of Full Time	40 hours All benefits pro rated to percentage of full-time
Paid Time Off	Used for vacation, holidays, school, volunteer or activities of choice: <1 year: 22 days per year — Accrues with each payroll. 1 - 5 years: 27 days per year — Available after Introductory Period > 5 years: 32 days per year — Pro-rated to % FTE. Maximum carryover - 10 days **Holidays (Office is Closed):** New Year's Day — Labor Day Martin Luther King, Jr. Day — Indigenous Peoples Day President's Day — Thanksgiving Day Memorial Day — Day after Thanksgiving Juneteenth — Day preceding/following Christmas Independence Day — Christmas Day **Alternate days may be substituted for religious holidays*
Personal or Sick Leave	12 sick days per year — Accrues at 1 day per month ** Maximum accrual up to 36 days — Available after Introductory Period At retirement payout of 25% up to $2,000
Health Insurance	Eligible if >25 hours per week 0-5 years: OPAL pays 75% >5 years: OPAL pays 100%
Retirement	SIMPLE IRA matching up to 3% for all employees

Rev. Nov. 2022