



Squire, Lemkin + Company LLP
Certified Public Accountants

Benefits for Full Time Employees

1. **Vacation**
 - < 3 years 12 days per year
 - 3-5 years 15 days per year
 - > 5 years 22 days per year

Maximum carryover of 80 hours – Firm will pay balance of vacation leave at the time of the termination/resignation, up to 80 hours.
2. **Sick Leave/Short Term Disability**
 - 40 hours per 12-month period
 - Maximum carryover 240 hours
 - Maternity leave is treated as sick leave
3. **Health Insurance**

Full single coverage equal to the cost of the HMO for employees who work more than 30 hours per week is provided. Either HMO or PPO coverage is available.
4. **Life Insurance**

Equal to base salary, up to \$50,000.
5. **Long Term Disability Insurance**

After 90 day disability.
6. **Cafeteria Plan**
 - Child Care: Maximum \$5,000
 - Uninsured Medical/Vision/Dental Costs: Maximum \$2000
7. **Retirement Plan**

Eligible at first open date (1/1, 4/1, 7/1 & 10/1) after 6 months employment:

 - a. Employee 401(k) deferrals
 - b. Employer matching contribution
 - c. Employer discretionary contribution
8. **Family Medical Leave Act**

While Squire, Lemkin + Company is not required to comply with the Family and Medical Leave Act (FMLA) of 1993, the Firm has chosen to offer family and medical leave based on the provisions of the Act. Accordingly, we will provide up to twelve weeks of unpaid, job protected, family leave per year for employees who have worked at least twelve months and have worked at least 1,250 hours.
9. **Incentive Compensation/Bonus Plan**

Annually, each accountant sets quantifiable goals for the coming year. The Plan has three components, one based on the Firm's overall performance (Corporate Bonus), the individual's billable hours, realization and new business (Personal Objectives) and a personal, quantifiable goal each accountant sets at the beginning of the year (Personal Success Factors).

10. **Flexible Working Hours**

Employees determine the hours (and sign an agreement) that they will work each day (to include core hours of 10 a.m. to 4 p.m.); this policy allows employees to adjust their drive time, work with school schedules, etc.

11. **Holidays**

New Years, Memorial Day, July 4, Labor Day, Thanksgiving, the day after Thanksgiving and Christmas Day. When holidays fall on Saturday or Sunday, the holiday is observed on Friday or Monday.

12. **Rest and Relaxation Days (R&R Days)**

Five days are designated each summer for Rest & Relaxation during which the office is closed. Exempt employees will receive 10 R&R days annually – 5 selected by the firm and 5 selected by the employee. Salaried non-exempt employees receive the 5 days selected by the firm. Part-time salaried exempt employees receive a pro-rated number of days equal to their working percentage. The dates of the 5 firm wide R&R days are decided annually by the partner group and usually coincide with other holidays which allow for 4-day weekends.

13. **Tax Weekend**

Employees are able to select one weekend between February 1 and April 1 to use for personal leave. Each employee has the option of choosing between a 3 day weekend with the corresponding Friday or Monday paid for, or a 2 day weekend with the Firm paying for lodging for two nights up to a maximum of \$250.

14. **Education Reimbursement**

Education costs are paid up to \$500 per semester, with passing grade. Employees must continue employment for 2 years succeeding the completion of a course.

15. **CPA Examination, Dues, Licenses**

The Firm will reimburse for the sitting part of the CPA exam which receives a passing grade and will also reimburse up to \$500 towards a CPA Review Course. The Firm will pay the AICPA license fee and professional dues for one state society.

16. **Continued Professional Education**

The Firm pays for the cost of approved CPE for all employees.

17. **Bereavement Leave**
In case of death in the immediate family, employees will be allowed up to five days paid leave. Members of the immediate family are considered to be: Spouse/domestic partner, children, parent/in-laws, siblings and grandparents. For absences due to death of a relative other than a member of the immediate family, employees will receive one day of paid leave.
18. **Jury Duty**
Employees are encouraged to serve on jury duty and will receive paid leave.
19. **Interest Free Computer Loan**
In order to assist staff members in purchasing computers for home use, the Firm provides an interest free loan of up to \$3,000 for a period of up to three years.
20. **Tax Season Meals & Beyond**
The Firm furnishes dinners from late February through April 15, four nights per week. Saturday breakfast and lunch are also provided. The Firm provides sodas and snacks for employees all year.
21. **Recruitment Incentive**
The Firm offers employees a bonus for referring prospective employees after three months of continuous employment.
22. **Fun Events**
The Firm sponsors many events throughout the year which may include a cookie exchange, a holiday party, summer picnic, Halloween pot luck with costume contest, a birthday party each month and other outings. We work hard but also believe it should be balanced with fun!
23. **Community Volunteers**
The Firm encourages and supports employees who initiate efforts to help our community. Recent events include food drives for Manna Food Center, St. Jude's WMZQ Radiothon, Dreams for Kids Holiday for Hope event to provide toys for less fortunate children in DC.
23. **Banking**
The Firm has a banking relationship with PNC Bank. Employees are eligible for PNC Workplace Benefits which include: free checking & savings with direct deposit, free Online Banking & Bill Pay, free first order of checks, free PNC Visa Check Card, free PNC Points Rewards Program on Performance accounts, a 0.25% discount on loans and lines of credits, free Global ATM Usage – thereby making every ATM in the world free to you up to \$8 per billing cycle – plus, \$75 for enrolling in the program with direct deposit.