

ADDITIONAL ATS BENEFITS

ATS SHORT-TERM EDUCATION REIMBURSEMENTS

Full-time regular employees are eligible for reimbursement for short-term education costs that are approved by the organization. It is the employee's responsibility to seek out the courses and other training mediums that are essential to his or her career development and advancement, and they must also be in line with the organization's mission. Any reimbursement or direct payment must first be approved by the employee's manager.

SERVICE CONTRACT ACT (SCA) FRINGE DOLLARS

All employees covered by the SCA may elect "cash in lieu" for any fringe dollars above those used to pay for any ATS Benefits. If used in this way, those dollars (as defined by the wage determination) will become post-tax income.

Non-SCA employees are NOT entitled to this benefit.

ATS PAID TIME-OFF

ATS offers wide variety of paid time-off (PTO)

	Hourly Full-Time Non-SCA			Hourly Full-Time SCA - IAW contract specific WD regulations	Full-Time Salaried
	Years of Service	Accrual Rate	Yearly Balance		
Vacation	0-4	6.66	80	SCA mandated accrual rate per contract and total "length of service" as defined by the Service Contract Act (SCA). ATS will use https://www.wdol.gov/sca.aspx to determine each contract's SCA regulated requirements IAW the specific Wage Determination for the defined contract.	Discretionary Vacation gives employees in eligible positions the opportunity to take as much time off from work as they wish for vacation purposes, if they get pre-approval from their manager and continue to meet the requirements of their job and business needs.
	5-10	10	120		
	>10	13.33	160		
Sick Leave	Sick leave is capped at 5 days and will available at the beginning of the year.			Sick leave is capped at 7 days and will available at the beginning of the year.	Sick leave is capped at 5 days and will available at the beginning of the year.
Military Leave	As a Service Disabled Veteran Owned Small Business, ATS takes duty seriously. Because serving is important, employees enjoy up to 10 days paid leave when participating in required military training.				
Jury Duty Leave	Because Civic duty is important to ATS; in the event an employee is involuntarily and legally summoned for jury duty and has not volunteered for Jury Duty, ATS will continue their pay, minus any reimbursement for jury service up to 40 hours.				
Bereavement Leave	If an employee experiences a death in his/her immediate family (i.e close family such as a spouse, children, parents, step-parents, brothers, sisters, parents-in-law), he/she may take up to three days of paid leave.				
Holidays	All Full-Time employees at ATS enjoy 10 paid holidays per year (New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, July 4 th , Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day)				

*Note: ATS reserves the right to update, modify, or enhance any policy, to include our leave policy, at any time with or without prior notice.