

LOYOLA ENTERPRISES, INC.

POLICIES & PROCEDURES

CLASSIFICATION: Employee Benefits

Number: IV-1

SUBJECT: Comprehensive Benefits Plan

Effective Date: 06-17-98

Revision Date: 02-01-10

Employees are eligible for benefits the 1st day of the month following 30 days of employment.

LOYOLA offers its “full-time” employees a comprehensive benefits plan:

- Medical Insurance
- Dental Insurance
- Flexible Spending Account
- Life Insurance
- Short-term Disability
- Long-term Disability
- Paid Leave Time
- Paid Holidays
- Tuition Assistance

Upon employment, each employee will be given a benefits packet which will include documentation from the insured companies.

LOYOLA offers its “full-time” and “part-time” employees the following benefits:

- 401(k) Retirement Plan
- Profit Sharing Plan
- Pre-Paid Legal Services
- Virginia CollegeAmerica 529 College Savings Plan
- Employee Referral Fee/Sales Lead

Employees are eligible for the 401(k) Retirement Plan after 6 months of employment. Employees are eligible for the Profit Sharing Plan after 1,000 hours of service. Upon eligibility for the 401(k) Retirement Plan, each employee will receive a notification packet which will include enrollment documentation.

Employees are eligible for the Virginia CollegeAmerica 529 College Savings Plan the first day of the month following 30 days of employment.