EAC Network 2026 Part Time Employee Hours Benefits Statement

401K BENEFITS

Entry Date: 1st day of the following quarter

Employee Contribution: You will be automatically enrolled for a 3% deferral which will be deducted after the quarterly entry date. If you wish to change deferrals, you can do so by contacting Sentinel.

EAC Network Quarterly Safe Harbor Contribution: EAC will contribute 3% of an employee's wages (after 1 year of employment and 1000 hours), regardless of whether participant contribute to the plan.

PAID TIME OFF (PTO)

Part-time accrual schedule

PART TIME EMPLOYEE ACCRUAL ***Regularly work 20 or more hours per week***	
Accrual Rate	**Accrued Hours**
1 hour for every 15 hours worked	1 hour of PTO will be accrued for every 15 hours worked, up to a maximum of 119.5 hours. Hours in second, non-PTO eligible jobs do **NOT** count toward the accrual of PTO benefits.
PART TIME EMPLOYEE HOLIDAY ENTITLEMENT ***Regularly work 20 or more hours per week***	
The holiday benefit for eligible part time employees will be based on their scheduled hours of work for the day on which the holiday occurs, at their regular rate of pay. Holidays Observed by EAC (Subject to Change) : New Years Day, MLK Day, Lincoln's Birthday, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Election, Veterans Day, Thanksgiving Day and Christmas	

New York City Earned Sick and Safe Time ***Regularly work less than 20 or more hours per week***
Accrued Hours
1 hour of NYS Statutory time will be accrued for every 30 hours worked up to a maximum of 56 hours.
Under the New York City Earned Sick and Safe Time Act ("NYCESSTA") and New York State Earned Sick Leave Law ("NYSESL"), certain EAC Network employees are entitled to paid sick and safe time leave ("Statutory Leave"). Please see Employee Handbook for Acceptable Reasons to use Statutory Leave

Questions regarding enrollment can be directed to
Ravita Beharry, Senior HR Operations Manager
Email: Ravita.Beharry@eac-network.org

The information provided in this document is subject to change at anytime

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