



## BENEFITS HIGHLIGHT

### PAID TIME OFF (PTO)

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**Link Solutions, Inc.** pays "PTO" for all regular full-time employees. We believe that employees benefit from scheduled time away from work for rest, relaxation, and personal pursuits in order to return to work in a revitalized condition. Thus, employees are strongly encouraged to use accrued PTO each year.

**LSi** has instituted the following PTO accrual schedule:

- Start Date thru end of 3rd Year: 15 days (Accrued at 5.0 hours per pay period)
- Start of 4<sup>th</sup> Year thru end of 5<sup>th</sup> year: 17 days (Accrued at 5.67 hours per pay period)
- Start of 6<sup>th</sup> Year and Beyond: 20 days (Accrued at 6.67 hours per pay period)

### MILITARY LEAVE

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**Link Solutions, Inc.** grants regular full-time employees military leave if they participate in the active military reserve of the U.S. armed forces (Air Force, Army, Coast Guard, Marines, Navy, or National Guard). If the employee is required to serve in excess of 10 days active duty, they may elect to use their accrued annual leave or leave without pay. The employee will be paid the difference between total military compensation (i.e., base pay and allowances) and their **LSi** salary, for a maximum of 10 business days per year.

### BEREAVEMENT LEAVE

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**Link Solutions, Inc.** allows regular full-time employees a maximum of 3 days paid leave per calendar year for the death of an immediate family member. Immediate family members are: spouse or domestic partner, child, parent, grandparent, brother, sister, mother-in-law, father-in-law, son-in-law, or daughter-in-law. If bereavement leave must be extended, the employee is required to use accrued annual leave or take leave without pay.

### HOLIDAYS

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All regular full-time employees normally scheduled to work on these days may take the day off with pay. Holidays occurring on Saturday are observed on the preceding Friday; holidays occurring on Sunday are observed on the following Monday

**Link Solutions, Inc.** Observes the following ten holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas Day



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## HEALTH CARE PLAN

**Link Solutions, Inc.** offers a health care plan to all regular full-time employees and their dependents. These health care plans include vision care and prescription drug benefits. In addition, **LSi** provides employees with the opportunity to participate in a dental plan. Premiums are paid through bi-monthly payroll deductions on a pre-tax basis and eligibility for coverage begins on the first day of employment.

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## VOLUNTARY INSURANCE

**Link Solutions, Inc.** pays for basic life, AD & D, Long term disability and short term disability coverage to all employees. The employee pays the cost of any extra voluntary insurance coverage.

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## PERFORMANCE REVIEWS

**Link Solutions, Inc.** conducts Performance Evaluations annually during the month of employment start date (one year from start date). Salary increases are effective the first pay period upon completion of the Performance Review.

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## BONUS RECOGNITION

**LSi** awards bonuses to employees who have sustained excellence in performance. Bonuses are awarded for efforts above and beyond what is normally expected in the day-to-day performance of the employee's job.

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## EDUCATION ASSISTANCE

**Link Solutions, Inc.** reimburses all regular full-time employees for education assistance. The maximum reimbursement per calendar year is Equal to the IRS limit set each year. This includes course-related fees and books for an approved, accredited, undergraduate or graduate course or degree program that directly relates to the work performed at **LSi**.

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## TRAINING ASSISTANCE

**Link Solutions, Inc.** encourages employees to further their career development by participating in management, technical, and professional development training classes and seminars. Training is available after an employee successfully completes their 90-day orientation period.

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## EMPLOYEE REFERRAL PROGRAM

The employee referral plan is open to all full time employees. An employee can earn a bonus for referring a qualified external applicant that is hired and provides at least 90 days of service. The employee must fill out the referral form and return to Human Resources.

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## 401K Plan

**Link Solutions, Inc.** will be offering a 401K Plan effective January 1, 2012. More details to follow.

*Contact our  
Human Resources Department:  
(703) 707-6256  
[hr@linksol-inc.com](mailto:hr@linksol-inc.com)*