

# Customizable Benefits Policy Outline

## 1. Purpose

The purpose of this Benefits Policy Outline is to summarize the types of employee benefits offered, provide options for customization, and set expectations for eligibility and use.

## 2. Eligibility

### Eligibility Criteria:

- Full-time employees
- Part-time employees
- Probationary period requirements
- Employment classification specifics

## 3. Health and Wellness Benefits

- Medical insurance plans (customizable tiers or providers)
- Dental and vision coverage (optional plans)
- Employee Assistance Program
- Wellness incentives (e.g., gym membership, wellness stipend)

## 4. Retirement and Financial Benefits

- Retirement plan (401k or alternatives; employer matching options)
- Flexible spending accounts (FSA/HSA)
- Financial counseling resources

## 5. Leave Policies

- Paid Time Off (PTO): vacation, sick, and personal days
- Parental leave (maternity, paternity, adoption options)
- Flexible and remote work arrangements
- Unpaid leave options

## 6. Additional Benefits

- Life and disability insurance (optional coverage levels)
- Professional development and tuition reimbursement
- Commuter benefits
- Employee discounts

## 7. Policy Customization Process

1. Annual review of available benefits and plan options
2. Employee selection period and enrollment instructions
3. Contact details for HR or benefits administrator

## 8. Policy Changes & Updates

The company reserves the right to modify, suspend, or terminate any benefits plan at its discretion. Employees will be

notified of any significant changes.