

# Aviva Benefits Plan\*

The Aviva Benefits Program offers something for everyone. Innovative in design and easy to use, Aviva Benefits deliver a wide range of quality choices to provide competitive and flexible benefits — balanced to meet the diverse needs of current and prospective employees of Aviva.

Benefit	Description	Effective Date	Cost																																								
<b>Core Benefits</b>																																											
<b>Basic Life Insurance</b>	Coverage equals the greater of \$50,000 or 100% of your annual salary.	The first of the month coinciding with or following your hire date.	Company pays entire cost.																																								
<b>Accidental Death &amp; Dismemberment</b>	Same as Basic Life.	The first of the month coinciding with or following your hire date.	Company pays entire cost.																																								
<b>Business Travel Accident Insurance</b>	The plan pays 10 times your salary (maximum \$1,000,000) for an accident sustained while traveling on business.	The first of the month coinciding with or following your hire date.	Company pays entire cost.																																								
<b>Short-Term Disability</b>	You will continue to receive income for a maximum period of 26 weeks of sustained verifiable illness.	Six months after the hire date for full-time employees, 12 months for part-time. There is a waiting period of 7 consecutive calendar days before benefits are paid.	Company pays entire cost.																																								
<b>Long-Term Disability</b>	After 26 weeks of continuous disability, this benefit pays 60% of your salary (maximum of \$15,000 per month).	After short term disability benefits are exhausted and approval is granted from the vendor. Available for fulltime employees only.	Company pays entire cost.																																								
<b>Paid Time Off (PTO)</b>	<table border="1"> <thead> <tr> <th>Employment Classification</th> <th>Years of Service</th> <th>PTO Days</th> <th>Years of Service</th> <th>PTO Days</th> </tr> </thead> <tbody> <tr> <td rowspan="3"><b>Administrative &amp; Para-Professional (Non-Exempt)</b></td> <td>&lt; 2</td> <td>17</td> <td>10 - 14</td> <td>26</td> </tr> <tr> <td>2 - 4</td> <td>22</td> <td>15 - 19</td> <td>29</td> </tr> <tr> <td>5 - 9</td> <td>23</td> <td>20 +</td> <td>32</td> </tr> <tr> <td rowspan="3"><b>Manager and Professional (Exempt)</b></td> <td>&lt; 1 - 4</td> <td>22</td> <td>15 - 19</td> <td>29</td> </tr> <tr> <td>5 - 9</td> <td>23</td> <td>20 +</td> <td>32</td> </tr> <tr> <td>10 - 14</td> <td>26</td> <td></td> <td></td> </tr> <tr> <td rowspan="2"><b>Director and Above</b></td> <td>&lt; 1 - 14</td> <td>26</td> <td>20+</td> <td>32</td> </tr> <tr> <td>15 - 19</td> <td>29</td> <td></td> <td></td> </tr> </tbody> </table>	Employment Classification	Years of Service	PTO Days	Years of Service	PTO Days	<b>Administrative &amp; Para-Professional (Non-Exempt)</b>	< 2	17	10 - 14	26	2 - 4	22	15 - 19	29	5 - 9	23	20 +	32	<b>Manager and Professional (Exempt)</b>	< 1 - 4	22	15 - 19	29	5 - 9	23	20 +	32	10 - 14	26			<b>Director and Above</b>	< 1 - 14	26	20+	32	15 - 19	29			The first of the month coinciding with or following your hire date.  The number of PTO hours granted during the first year is pro-rated and PTO hours vary if you are not employed full-time (40 hrs/wk).	Company pays entire cost.
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<b>Company-Paid Holidays</b>	9 paid holidays are provided each calendar year.	On date of hire.	Company pays entire cost.																																								
<b>Employee Assistance Program (EAP)</b>	The EAP is a company sponsored benefit provided to you and your family members to help prevent or solve personal problems that might occur in your lives.	On date of hire.	Company pays entire cost of three face-to-face sessions per occurrence.																																								
<b>Lifestyle Benefits</b>																																											
<b>Tuition Assistance</b>	100% reimbursement of approved courses up to a maximum of \$5000 per year for full-time employees (\$2500 for part-time).	After 6 months of full-time service.	Company reimburses allowances.																																								
<b>Transportation Subsidy</b>	Parking is provided at no cost at designated facilities, if available. Monthly subsidies are also provided for bus passes, RideShare Programs and transportation expenses.	On date of hire.	Company provides a subsidy to offset costs.																																								
<b>Wellness Reimbursement</b>	50% reimbursement up to \$500 per calendar year maximum for smoking cessation classes, weight-loss programs, or health club memberships. (single or family)	On date of hire.	Company reimburses allowances.																																								
<b>Adoption Assistance</b>	Full-time and part-time employees are eligible for 100% adoption assistance up to \$5000 (\$2500 for part-time employees); for adoption of a special needs child, \$6000 (\$3000 for part-time employees).	On date of hire.	Company reimburses allowances.																																								
<b>APPLY Program**</b>	The Aviva Prefers People Like You Program provides a referral bonus to employees who successfully recommend an individual who is hired on as a new employee.	On date of hire.	Company-paid referral bonuses vary based on the job category/position the referred candidate fills.																																								
<b>Gift Matching</b>	The company will provide a 100% match on gifts donated by employees up to \$500 per year, to qualifying 501(c)(3) nonprofit organizations.	On date of hire.	Company pays entire cost.																																								