



Certified 8(a), Woman-Owned SDB
CMMI Level 2 Certified



Integral Benefit Summary

Integral is committed to providing its employees with a top-notch benefits package. Below is a summary of our benefits. For details on the plans and coverage or on any of our policies, please consult the plan brochures and Employee Handbook provided upon being hired.

Benefit	Description																						
Healthcare, Dental and Vision	See attached																						
Short Term and Long Term Disabilities	See attached																						
Holidays	<p>Company offers total of 10 holidays per year. Company’s employees working at a client site should observe client’s holidays unless an alternate arrangement can be made with the client on an exceptional basis. If a client has less than 10 fixed holidays, then the employees can take floating additional days to make a total of 10 holidays.</p> <p>The following is the list of Integral’s 2012 ten (10) declared holidays:</p> <table border="1" data-bbox="602 1430 1425 1896"> <thead> <tr> <th data-bbox="602 1430 976 1472">Date</th> <th data-bbox="982 1430 1425 1472">Holiday</th> </tr> </thead> <tbody> <tr> <td data-bbox="602 1472 976 1514">Monday, January 2</td> <td data-bbox="982 1472 1425 1514">New Year’s Day</td> </tr> <tr> <td data-bbox="602 1514 976 1556">Monday, January 16</td> <td data-bbox="982 1514 1425 1556">Martin Luther King, Jr. Birthday</td> </tr> <tr> <td data-bbox="602 1556 976 1598">Monday, February 20</td> <td data-bbox="982 1556 1425 1598">Washington’s Birthday</td> </tr> <tr> <td data-bbox="602 1598 976 1640">Monday, May 28</td> <td data-bbox="982 1598 1425 1640">Memorial Day</td> </tr> <tr> <td data-bbox="602 1640 976 1682">Wednesday, July 4</td> <td data-bbox="982 1640 1425 1682">Independence Day</td> </tr> <tr> <td data-bbox="602 1682 976 1724">Monday, September 3</td> <td data-bbox="982 1682 1425 1724">Labor Day</td> </tr> <tr> <td data-bbox="602 1724 976 1766">Thursday, November 22</td> <td data-bbox="982 1724 1425 1766">Thanksgiving Day</td> </tr> <tr> <td data-bbox="602 1766 976 1808">Friday, November 23</td> <td data-bbox="982 1766 1425 1808">Day After Thanksgiving Day</td> </tr> <tr> <td data-bbox="602 1808 976 1850">Monday, December 24</td> <td data-bbox="982 1808 1425 1850">Day Before Christmas</td> </tr> <tr> <td data-bbox="602 1850 976 1892">Tuesday, December 25</td> <td data-bbox="982 1850 1425 1892">Christmas Day</td> </tr> </tbody> </table>	Date	Holiday	Monday, January 2	New Year’s Day	Monday, January 16	Martin Luther King, Jr. Birthday	Monday, February 20	Washington’s Birthday	Monday, May 28	Memorial Day	Wednesday, July 4	Independence Day	Monday, September 3	Labor Day	Thursday, November 22	Thanksgiving Day	Friday, November 23	Day After Thanksgiving Day	Monday, December 24	Day Before Christmas	Tuesday, December 25	Christmas Day
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Vacation and Sick Days	<p>Company will provide regular full-time employees paid time-off for combined annual vacation and sick leaves based on the length of employment with the Company. The vacation/sick time is accrued in accordance with the following schedule:</p> <table border="1" data-bbox="602 380 1424 548"> <thead> <tr> <th data-bbox="602 380 1011 422">Years of Employment</th> <th data-bbox="1011 380 1424 422">Annual Vacation Leave</th> </tr> </thead> <tbody> <tr> <td data-bbox="602 422 1011 464">Up to 5 years</td> <td data-bbox="1011 422 1424 464">15 days (120 hours)</td> </tr> <tr> <td data-bbox="602 464 1011 506">5 to 10 years</td> <td data-bbox="1011 464 1424 506">20 days (160 hours)</td> </tr> <tr> <td data-bbox="602 506 1011 548">Over 10 years</td> <td data-bbox="1011 506 1424 548">25 days (200 hours)</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li data-bbox="630 569 1424 638">■ Employees can draw additional vacation time beyond their current eligibility from their future year eligibility. <li data-bbox="630 638 1424 707">■ Employees can also carry over their previous year vacations to the current year. 	Years of Employment	Annual Vacation Leave	Up to 5 years	15 days (120 hours)	5 to 10 years	20 days (160 hours)	Over 10 years	25 days (200 hours)
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Bereavement	<p>Employees are eligible for 3 days for immediate family and 1 day for extended family.</p>								
401(k) Retirement Savings Plan	<p>Company offers 401 (k) Plan for all eligible employees to contribute tax-deferred income toward their retirement subject to a maximum allowed by the Internal Revenue Services (IRS) per year. Each employee after three (3) months of employment is eligible to participate in the 401(k) Plan. Company matches 100% on the first 3.0% of participant’s compensation and an additional 50% on the next 2.0% of participant’s base compensation. Company provides a Graded Vesting Schedule for the matching contribution starting with 20% at the completion of one year of service and additional 20% each subsequent year, thus making 100% vesting at the end of 5 years. Company’s 401 (k) Plan is managed by ADP that offers a variety of investment choices from a diverse group of selected companies.</p>								
Flexible Spending Account	<p>Integral provides Flexible Spending Account (FSA) option that allows pretax contributions toward your unpaid medical and dependent care that helps employees reduce their income taxes.</p>								
Employee Referral Bonus	<p>Company pays a referral bonus of \$300 to its eligible employees for each referred candidate, who joins and stays with the Company for at least three (3) consecutive months. Employees in HR and Direct Recruitment are not eligible for these benefits.</p>								
Employee Bonus and Awards	<p>Company gives various merit awards and bonuses to employees for their exceptional performance, project success, and company’s overall performance.</p>								
Training	<p>Employees are eligible for up to \$1,500 towards training or certification expenses related to their job and professional growth.</p>								
Education	<p>Employees are eligible for 50% reimbursement up to \$1,500 annually for their continued education or degree.</p>								
Parking	<p>Company pays for parking fee at the employee work place</p>								