

**Full-Time Employment**

JA is committed to full time employment. JA is also understanding of the need for flexible work hours. JA will consider all employees who work 30 hours a week or more and for an unspecified period and are eligible for all benefit programs and plans as outlined herein. Part-time employees, defined as those working less than 30 hours a week and for an unspecified period, are eligible for prorated paid holidays, paid time off and sick leave.