



## FULL-TIME EMPLOYMENT

iLEAP is committed to providing full-time employment as the primary basis of our workforce. All employees are classified as either regular or temporary. Regular employees are employees hired for an indefinite term without a specific termination date. Temporary employees are employees hired for a defined and limited period with a specific, predetermined termination date. Temporary positions will not be construed at any time as conferring any contractual or other rights for an indefinite term position.

Employees also are classified as either exempt or nonexempt according to provisions of federal, state, and provincial law. iLEAP will designate employees as exempt or nonexempt upon hiring or reassignment of duties. Exempt employees are those employees who are exempt from overtime and minimum wage standards.

Regular Full-time Employees are those employees who work at least 30 hours per week. Regular full-time employees are eligible for all regularly offered benefit programs and plans subject to established waiting periods and other plan conditions.

Regular Part-time Employees are those employees working fewer than 30 hours per week and are eligible for pro-rated holiday pay, annual and sick leave. These employees are typically non-exempt and subject to overtime rules. Part-time employees are not eligible for other benefits.

Temporary Employees are those employees who are paid hourly under a Letter of Agreement for a specified period of time. Temporary employees are not eligible for benefits. Temporary employees in [States/Provinces of operation] remain at-will employees.