**MID-ATLANTIC**

**POLICY AND PROCEDURE**

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| **TOPIC** | **NUMBER** | **TITLE** | |
| **Benefits** | Section A | **Effective Dates** | |
| **EFFECTIVE DATE** | **REVISION DATES** | **REVIEW DATE** |  |
| January 1, 2012 |  |  |  |
| AUTHORIZED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  SIGNATURES :­­­­­­­­­­­­­­­­­­­ Mark Calabria Samuel Perone, Business Manager  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Louis Moffa Jennifer Niceta, Payroll | | | |

**Benefit Package Effective Dates**

Mid-Atlantic employee benefit package will adhere the following:

1. The Mid-Atlantic benefit package includes health, dental, prescription, and life insurances.
2. The effective date of the benefit package will be 90 days from hire date.
3. The termination date of the benefit package will be the date of separation
4. If an employee elects to stay with Mid-Atlantic Staffing as a per diem employee, then the date of the status change will be the date of the benefit package termination.
5. For the termination process of the Mid-Atlantic benefit package, see “Topic: Benefits, Section B.”