



Benefits Programs For Locally Hired Staff

Georgia

February 2014

Georgia

I. Introduction

Abt Associates offers a variety of benefits to eligible employees.

Please read this summary to familiarize yourself with the benefits available to you and your family and to understand how these benefits apply.

This Benefit Summary is issued by the Abt Associates International Human Resources Department, which reserves the right to change these benefits at any time, based upon changes to the local labor law and/or at the sole discretion of the Company.

Any queries concerning benefits should be directed to your Project Office.

II. Labor Policies

a. Local Labor Law

Abt Associates will comply with all local labor laws. In addition, employees will be covered by all required government benefit and insurance programs.

b. Working Hours and Overtime

Abt Associates' working hours are generally 8 hours per day and 40 hours per work week; however, this can differ depending on your job. Overtime will be paid to eligible employees in accordance with local law.

The Chief of Party must approve all overtime in advance. There are no exceptions, and employees who work overtime without explicit prior approval are not eligible to receive additional compensation.

In some cases, the employee and the Chief of Party may agree to substitute compensation time (comp time) in lieu of paid overtime. In such a case, the comp time must be used within two weeks or the employee forfeits it.

III. Compensation

a. Salary

Your salary is outlined in your employment offer letter and Employment Contract. It is related directly to your position at Abt and based upon the United States Department of State's salary guidelines for Foreign Service Nationals. From time-to-time, the Department of State may

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adjust these tables to reflect the cost of living in Georgia. In such a case, Abt will normally honor these changes. In some cases, client approval may be necessary.

FSN scale changes that occur from December – May will be processed at the beginning of June; changes that occur from June – November will be processed at the beginning of December. In all cases, processing of FSN scale changes is dependent upon International HR being aware of the change.

b. Bonuses

Company Bonus

In accordance with Abt Associate's global policy, employees at VICP levels 1 & 2 are eligible for the Variable Incentive Compensation Plan (VICP).

The amount of this annual bonus—usually paid out in July—is based on a combination of company financial results and individual performance as judged by your immediate supervisor. In order to be eligible, employees must be employed on December 31st of the preceding year and receive a performance rating of “Successful Contributor” or above. This bonus is variable from year to year, and could be zero.

13th Month Bonus

Employees are entitled to receive 1/12 of their annual salary payable in December. The bonus will be pro-rated for employees who work less than the entire year. Employees who leave employment before December are entitled to receive a pro-rated bonus upon separation.

c. Allowances

Abt Associates may grant certain allowance payments in some countries. These will be outlined in your offer letter. Allowances supplement the employee's basic income. If allowances are offered, they will usually be provided in accordance with the United States Department of State practice in Georgia.

d. Taxes

Abt Associates will comply with the employment tax laws within Georgia. The company will make the appropriate withholding of salary required by law. All employees are required to meet their government tax obligations.

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IV. Leave

a. Holidays

Abt Associates employees are entitled to take all local holidays posted by the US Embassy in Georgia, less those designated as US-only holidays.

For example:

Holiday	US	Local
New Year's Day	Yes	Yes
Victory Day	No	Yes
Thanksgiving	Yes	No

In the above, Georgia employees would take holiday on New Year's and Victory Day, but not Thanksgiving.

The dates and number of holidays may change from year-to-year, especially religious holidays tied to a lunar calendar.

When a holiday falls on a weekend, the holiday may be observed on an adjacent workday—or not—depending upon the local government's interpretation and decree.

Should a holiday occur during an employee's vacation, the day would be charged as a holiday. No holiday will be paid while the employee is on unpaid leave.

In the unlikely event that an employee is formally asked to work on a holiday, the employee will be entitled to take another day of the week as a rest period, or to additional compensation in accordance with local law.

Regular, part-time employees are eligible for a portion of the holiday, based on the ratio of hours per week worked to the standard workweek in Georgia. For example, an employee working half time would be entitled to half pay for the holiday.

b. Vacation and Annual Leave

In accordance with local labor law employees are entitled to 24 working days per year of annual paid vacation. The employee is entitled to make use of accrued vacation (2 days per each month worked) from the start of employment. In any case, prior to taking leave, the employee must come to an agreement with his supervisor in regards to his vacation schedule. All unused vacation days are forfeited by the end of the fiscal year. Unused vacation days cannot be carried over to the next year, except for special circumstances listed in the local labor code.

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Unused vacation time cannot be paid out, except upon the termination of the employee.

c. Sick Leave

Employee may be on sick leave for up to 40 consecutive calendar days **or** for an aggregated amount of 60 days within a 6 months' period. Anything above the referenced timeframe constitutes a basis for termination of labor relations, however, the employee should also exhaust the paid and unpaid leave days allocated.

In the event of being sick for 40 days consecutively the employee must submit to the employer the relevant proof of temporary disability (temporary medical exemption certificate). This is usually a slip from a doctor, indicating the type of disease the person has and also containing an approximate amount of being indisposed. Any sick leave remaining at the time of separation will not be paid.

d. Maternity, Nursing, and Care Leave

In accordance with local labor law, employees are entitled up to 730 calendar days of maternity leave of which 183 calendar days are paid by the government, In the event of multiple births or medical complications, paid maternity leave by the government can be extended up to 200 calendar days. Nursing mothers of infants aged 12 months or less are entitled to up to one additional break hour per work day which will not be compensated.

Employees intending to use maternity leave must notify their direct supervisor(s) at least 3 months prior to the start of leave. The employees must furnish proof of pregnancy or birth.

Upon request, employees caring for a child aged 5 or less are entitled to take not less than 2 weeks consecutively or in portions of unpaid leave for childcare purposes

e. Adoption Leave

In accordance with local labor law, employees adopting an infant aged 12 months or less are entitled, upon request, to take 550 calendar days of leave after the birth of the child. 90 calendar days of adoption leave are paid.

f. Marriage Leave

Employees newly married while employed with Abt Associates are entitled to up to 3 days paid leave for marriage.

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g. Bereavement Leave

Employees are entitled to 3 days paid leave for the death of a current spouse, son, daughter, mother or father.

h. Paternity Leave

Employees are entitled to up to 5 days paid paternity leave.

i. Leave Without Pay (LWOP)

Leave without pay may be granted for a justified reason as considered appropriate by the Company (Area Manager or Human Resources Department) for no less than 15 days per year. While on LWOP, employees receive neither salary nor allowances. If the leave is anticipated to be longer than four weeks, benefits generally end. Employees should contact the Human Resources Department prior to their leave to determine the impact on their benefits.

V. Benefits

a. Medical Benefits

Abt provides supplemental medical coverage. This coverage would be limited to full time eligible employees and their dependents, as defined by the private provider. The company would reserve the right to implement employee contributions at any time.

b. Work Injury

Abt Associates will comply with local labor laws. Special local commissions consisting of local health and medical officials, the employee, and the employer determine culpability and degree of disability.

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VI. Other Programs

a. Tuition Assistance

Abt Associates provides tuition advancement of up to \$1,000 per year for local academic courses, or \$3,500 for international online courses approved by the Company. Reimbursement is generally for tuition and study materials, but does not cover travel or other costs. For additional information refer to the Abt Associates Tuition Reimbursement Policy and discuss appropriate courses with your Chief of Party.

VII. Acknowledgment

I acknowledge receipt of the document titled: Benefits Programs For Locally Hired Staff

Employee Name: _____

Signature: _____

Date: _____

(Please return this signed page along with the other hiring documents provided)