

**Bloomberg  
BNA**

**SUMMARY  
OF  
MAJOR  
BENEFITS  
FOR SALES EMPLOYEES  
2012**



**Bloomberg BNA** offers you an exceptional and comprehensive array of benefits, programs, and services, including medical, dental, prescription, vision, and transportation cost support. Despite ever-increasing health care costs, Bloomberg BNA is committed to providing best-in-class health care benefits for you and your dependents at a modest cost.

This level of investment is increasingly rare and we encourage you to take full advantage of all the Bloomberg BNA resources to ensure the health, well-being, and financial security of you and your dependents.



# MAJOR EMPLOYEE BENEFITS



## ELIGIBILITY FOR EMPLOYEE BENEFITS

Generally speaking, regular full-time employees and regular part-time employees who are regularly scheduled to work at least 20 hours per week are eligible to participate in Bloomberg BNA's employee benefits programs. Paid leave benefits begin on the date of employment. Insurance benefits begin after one month of employment. Other requirements may apply to other employee benefits. Benefits for regular part-time employees who are regularly scheduled to work at least 20 hours per week are prorated.

## PAID TIME-OFF BENEFITS

Bloomberg BNA observes the following paid holidays each year: New Year's Day, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving, and Christmas.

Some business units observe the day after Thanksgiving as a holiday in lieu of Veterans Day. Bloomberg BNA also observes Presidential Inauguration Day and any other national holidays recognized by an Act of Congress.

**NOTE** This is a brief summary of some of the benefits that Bloomberg BNA currently provides to sales employees. Individual benefits are based on formal plan documents and contracts. If there is any disagreement between the information in this summary and the terms of plan documents and contracts, the terms of the plan documents and contracts will govern in all cases. Bloomberg BNA reserves the right to improve, modify, or discontinue the benefits plans, policies, and practices described herein unless such action would conflict directly with the terms of a collective bargaining agreement or other controlling authority. Nothing in this summary shall be construed as a guarantee of employment or of employment for a definite period.

# LEAVE



## **ANNUAL LEAVE**

Regular full-time employees earn annual leave at the rate of two weeks per year during the first two years of service; three weeks per year during the third through fifth years of service; four weeks per year during the sixth through fourteenth years of service; and five weeks per year during the fifteenth year of service and thereafter. Annual leave is credited biweekly in prorated amounts. Employees may use accrued annual leave with proper notice to, and approval by, their supervisors.

## **SICK LEAVE**

Regular full-time employees earn sick leave at the rate of thirteen days per year. Sick leave is credited biweekly in prorated amounts. An employee may use sick leave in the event of the employee's own illness; a child's illness; and/or the medical and dental appointments of the employee and/or child. In addition, an employee may use up to 15 days of sick leave per calendar year in the event of the serious illness of a spouse, cohabiting life partner, or parent (or one acting as a parent) if FMLA certification has been provided.

## **PARENTING LEAVE**

Bloomberg BNA grants up to 15 days of paid parenting leave to employees within 90 days before or after the birth or adoption of a child.

## **BEREAVEMENT LEAVE**

Bloomberg BNA grants up to three working days of bereavement leave in the event of the death of an employee's grandparent or sibling, and up to five working days in the event of the death of a spouse, cohabiting life partner, parent (or one acting as a parent), step-parent, parent-in-law, child, or stepchild. Bloomberg BNA grants an additional day of bereavement leave to employees who must travel outside the continental United States for the funeral of one of the family members listed above.

# INSURANCE BENEFITS



## **HEALTH INSURANCE**

Bloomberg BNA offers employees the Aetna Choice POS II medical plan. The Aetna Choice POS II plan is a comprehensive plan that includes prescription drug, behavioral health, and vision care benefits. Bloomberg BNA also provides a dental plan to employees enrolled in the medical plan. The medical plan and the dental plan cover employees and their eligible dependents.

## **LONG-TERM DISABILITY (LTD) INSURANCE**

If an employee is unable to work because he or she has become fully or partially disabled, Bloomberg BNA's group long-term disability plan provides for the replacement of up to 65 percent of lost income after a 90-day qualifying period. Enrollment in this plan is automatic. No premium contributions are required of employees at this time.

## **LIFE INSURANCE**

Bloomberg BNA's group life insurance plan provides a benefit of two times the alternate benefit base in the event of a covered employee's death, as well as benefits for accidental death and dismemberment. Those with life-threatening illnesses may be eligible for a "living

needs benefit" under this plan. Bloomberg BNA also provides additional life insurance coverage for employees traveling on company business. Enrollment in these plans is automatic. No premium contributions are required of employees for this coverage at this time.

In addition, Bloomberg BNA offers the opportunity for employees to purchase supplemental life insurance coverage on themselves, their spouses or registered domestic partners, and their dependent children. Enrolled employees pay the premiums for this coverage through payroll deductions.

## **LONG-TERM CARE (LTC) INSURANCE**

Bloomberg BNA offers long-term care insurance to employees, their spouses or registered domestic partners, parents, and parents-in-law. This plan (which is different from health insurance or long-term disability insurance) provides coverage for a wide range of personal care, health care, and social services for people of all ages who cannot care for themselves.

# OTHER MAJOR BENEFITS



## **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

Through our employee assistance program, Bloomberg BNA provides two broad types of services to help employees and their families with the challenges in their personal and professional lives. The first type of EAP service is education and referral services to help employees find information, providers, and other resources to assist them with personal, child care, elder care, family, educational, financial, and legal issues. The other type of EAP service is confidential, short-term counseling to help resolve a wide variety of issues and problems: family, marital, child-rearing, elder care, or relationship issues; dealing with stress; balancing work and family; alcohol and drug abuse; or any other challenge that is getting in the way of being one's best self. There is no charge for either type of EAP service.

## **FLEXIBLE SPENDING ACCOUNTS (FSAS)**

Bloomberg BNA offers flexible spending accounts (FSAs) that enable employees to pay for certain dependent care expenses and/or certain health care expenses with pre-tax dollars, thereby reducing taxes and increasing take-home pay.

## **TUITION REIMBURSEMENT PLAN**

Bloomberg BNA reimburses employees for the full cost of tuition, books, and related fees for approved course(s), to a maximum of \$2,400 per quarter or semester. Employees must have been employed for at least six months to use this benefit.

## **401(K) PLAN**

The Bloomberg BNA 401(k) Plan is a defined contribution retirement plan that helps you save as you make pre-tax contributions from your salary. Regular full-time employees and regular part-time employees are eligible to participate in Bloomberg BNA's 401(k) plan. Contributions may start after the next quarterly entry date (January 1, April 1, July 1, and October 1) that follows 30 days of employment.

Participants may invest their 401(k) contributions in a variety of investment funds. The company will contribute one percent (1%) of base salary and shall match 50 percent of the amount contributed by the employee up to six percent of base salary. Rollovers from other qualified plans, once approved, may be accepted into the 401(k) plan, after 30 days of employment. The plan has loan and hardship features. Participants are fully vested in their 401(k) accounts.

Bloomberg BNA's comprehensive human resources program also includes an ergonomics program, a wellness program, a training program, and benefits for jury duty, witness duty, and military leave.

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# Bloomberg BNA

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