

**Caton Auto Clinic- Benefits and Time Off**

Everyone at Caton Auto Clinic must pass a probationary period that can last up to 90 days after your hiring date. Once you pass your probationary period you are then eligible to start receiving the benefits of employment at Caton Auto Clinic.

**Vacations:** We offer paid vacations based on your salary.

After 1 year- 1 week paid vacation

After 3 years- 2 weeks paid vacation

After 10 years- 3 weeks paid vacation (3rd week must come in the off season)

**Sick Leave-** You accrue 1.85 sick hours every pay. This adds up to 6 days a year. It is your choice how you use them and when but we always appreciate a heads up to say you’re going to take a mental health day next week if at all possible.

**Supplemental Insurance** is offered after probation is passed.

**Direct Deposit** is, of course, offered immediately.

**A Simple IRA** **package** is offered after 3 years- we match up to 3% of your contributions yearly.

**Any parts you order are paid at cost**. They must be paid for to Janice.

**Paid Holidays:**

New Years Day

Memorial Day

July 4

Labor Day

Thanksgiving Day

Christmas Day

**\*\*\*You are only eligible for holiday pay if you work the day before and after a holiday.**