

**Eola Office**

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## FAQs for Paralegal & Professional Staff

Q. Does the firm offer insurance benefits?

A. Yes, employees who work a minimum of 30 hours per week are eligible for insurance benefits the first of the month following 90 days of employment. At that time, employees may also elect coverage for dependents.

Q. What benefits are available?

A. The firm offers a choice between medical and dental plan options with different benefit levels. Numerous other benefits are available and discussed at the time of interview or hire.

Q. What is the firm's policy for time off?

A. The firm is closed in observation of major national holidays, and offers vacation, personal and sick days for regular full time and part time employees.