At MITRE, as you explore your field of interest and connect with your peers and mentors through our student programs, we are pleased to offer you key benefits to support your journey. As a mission-driven company dedicated to empowering the next generation, we believe in providing our interns and co-ops with emotional, physical, and financial wellbeing resources.
MEDICAL

As a component of MITRE’s Student Programs, we are pleased to offer interns and co-ops scheduled to work more than 20 hours per week eligibility to enroll in a MITRE medical plan. The rate for your chosen plan will be deducted directly from your MITRE pay.

MEDICAL PLAN OPTIONS

We offer two medical plan options through Aetna: The HD Care PPO and the Flex Care PPO.*

- The HD Care PPO plan allows you to pay less in premiums, but you have more out-of-pocket costs before the plan pays for certain services. View the full plan summary [here](#).

- The Flex Care PPO plan has higher premiums, but plan costs may be more predictable when you go to the doctor. View the full plan summary [here](#).

*The Aetna HD Care and Flex Care PPO plans are only available to continental U.S.-based employees.

ENROLLMENT

To enroll in a medical plan, you must follow the enrollment task in your Workday inbox. Interns and co-ops must enroll during the new hire period of the first 31 days of employment for coverage. Coverage begins the date of hire and will run through the last day of the month of your employment end date.

Use MITRE’s personalized SmartSelect Tool to compare your medical plan options and choose the plan that works best for your needs.

As you compare your medical options, review the glossary of key terms to support benefit decisions.

RETIREMENT PLAN

Interns and co-ops can participate in MITRE’s retirement program under the A4 contribution type. A4 contributions are:

- Voluntary
- Pre-tax, Roth, or a combination of both
- Unmatched by MITRE
WELLBEING

GUIDANCE RESOURCES, EAP
This service will provide confidential short-term counseling and services encompassing broad challenges and concerns. Five sessions per issue per year are available at no cost to MITRE employees, dependents, and household members. To register, use web ID: MITC106.

HEADSPACE CARE
Available to all employees and dependents over the age of 13. Benefits include:
• Access to a library with hundreds of guided exercises for meditation and mindfulness
• Behavioral health coaching and support
• Telemedicine visits with licensed therapists and psychiatrists*

FJ: EAP
Counselors can be contacted virtually, by phone or onsite at our McLean and Bedford campuses. Learn more.

You will also have access to:
• Thousands of tools and resources
• An array of 24/7 live and digital care options
• Featured resources and alerts on timely topics and emerging issues

LEARN MORE

AQUILA FITNESS
Onsite fitness centers are available at our McLean and Bedford campuses and designated locations. Services include fitness counselors and coaches, onsite group classes, virtual live classes, and personal fitness training services by appointment.

Membership options:
• Unlimited visits | $18 per pay period (McLean or Bedford)
• 10 visits | $65 (expire after 90 days)

Membership cost will be deducted bi-weekly from your MITRE pay.

FJ: FITNESS

*Telemedicine visits will be subject to cost-share based on your insurance plan. All Heaspace Care providers are in-network with Aetna.

PERKS & DISCOUNTS

Perkspot
Get access to hundreds of merchants and discounts on thousands of national brands. Find travel deals, entertainment tickets, gifts, fitness items, everyday necessities, and more. Learn more.

FJ: COMMUTER

Commuter & Transportation Services
Take advantage of commuter and transportation services at MITRE. Interns and co-ops working in the Bedford and McLean offices can access a shuttle service that makes it easier to commute to MITRE via public transportation, with shuttle service from Alewife Station in Cambridge and McLean Metro Station.

FJ: COMMUTER
**TIME OFF & LEAVE**

<table>
<thead>
<tr>
<th>SICK TIME</th>
<th>HOLIDAYS</th>
<th>BEREAVEMENT</th>
<th>JURY DUTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use accrued time if sick</td>
<td>Eligible for holiday time if worked half of the regularly scheduled two-week pay period</td>
<td>Use for death of immediate family member</td>
<td>Use when summoned for jury duty</td>
</tr>
<tr>
<td>Accrual begins immediately after hire and accrued time can be used after 90 days of employment</td>
<td>• Memorial Day • Independence Day</td>
<td>Requires notification of supervisor</td>
<td>Requires court documentation with summary of jury duty service to supervisor and payroll</td>
</tr>
<tr>
<td>Earn one hour of sick leave every 30 hours worked</td>
<td></td>
<td>Up to three days off</td>
<td>Hours should be reported based on the intern or co-op’s regular schedule</td>
</tr>
</tbody>
</table>

Interns and co-ops are eligible for their state statutory leave offerings if eligibility requirements are met. Interns and co-ops are not eligible for MITRE leave programs.

**BUSINESS TRAVEL ACCIDENT INSURANCE**

MITRE provides coverage for work-related travel of $650,000. Please ensure to designate a beneficiary in Workday. This benefit is offered at no cost.

**FJ: BENEFITS HANDBOOK**

Questions? We’re here for you!

MITRE’s HR Service Center team is your dedicated resource for all benefits questions. You can connect with us by calling 781-271-4700 or emailing hrsc@mitre.org.