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1、 Flex time An arrangement where employees can choose which hours they work, subject to company approval. 2、 Overtime Any work done outside of normal working hours. Usually compensated at 1.5 times the regular salary (time and a half). Some companies pay at twice the regular salary (double time). 3、 Shift work Staffing arrangement at companies that must operate around the clock. Typically 2 (12-hour) or 3 (8-hour) daily shifts. 4、 Piece work Work that is compensated for by each unit (piece) completed. 5、 Salary/Wage Salary is a fixed weekly/monthly income. Wage is an hourly income. 6、 Paid vacation A yearly allowance of getting paid for time off. Varies according to seniority and position. 7、 Sick days A benefit whereby employees get paid when they can ' t work due to illness. 8 、 Personal days Unpaid time off due to personal reasons. 9 、 Statutory holidays Government-mandated legal days off. 10 、 Probation Period of time for a company to evaluate employees before hiring them as permanent staff. 11、 Medical plan A medical insurance policy paid by the company as an employee benefit. Coverage varies between companies. 12、 Pension plan/401K A fund built with regular contributions by employees and employer to give an employee a regular income (reduced, based on age and length of service) on retirement. 13、 Insurance Any plan whereby employees are covered when they can ' t work. It can be medical, dental,

disability, life, etc. 14、 Leave of absence Unpaid time off, on a long-term basis, requested by an employee and approved by the company. 15、 Maternity leave Unpaid time off before and after childbirth. Length of time varies. At some companies, the husband can get this also! 16、 Day care A company service to help parents take care of young children while they work. May or may not be funded (partially or completely) by the company. 100Test 下载频道 开通，各类考试题目直接下载。详细请访问 www.100test.com