

# Employee Benefits Overview

Plan Year 2026

## Vacation

Vacation is calculated according to the following schedule:

Length of Service	Vacation Accrual Rate
Less than 1 full months	0 hours
2 <sup>nd</sup> month - December	8 hours per month
1 to 2 years	96 hours (8 hours per month)
3 to 4 years	120 hours (10 hours per month)
5 to 9 years	144 hours (12 hours per month)
10 to 14 years	176 hours (14.66 hours per month)
15 years +	192 hours (16 hours per month)

## Personal Days

New employees who have completed ninety (90) days of service are provided personal time on a pro rata basis according to the following schedule:

Hire Date	Number of Hours
Jan – Jun	40 hours
Jul – Aug	20 hours
Sept – Dec	0 hours

Beginning January 1st of the following year, employees are granted 40 hours of paid person time each calendar year.

## Paid Holidays

We observe 10 paid holidays per year for full-time employees. Those holidays include: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Day after Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve. Holiday hours are included within the weekly calculation toward overtime for non-exempt employees.

## Paid Parental Leave\*

The Company provides paid time off to new parents once service eligibility requirements have been met. Eighty (80) hours of paid time off is given to a birthing parent to recover from childbirth. In addition, eighty (80) hours of paid time off is given to the birthing parent and spouse/partner of a birthing parent for bonding with a newborn or newly adopted or newly placed child.

## Bereavement

The Company provides paid time off for employees following the passing of a family member. Total days off range from 1 – 10 depending on the relationship to the deceased.

## Jury Duty

When selected for jury duty, an employee is eligible for a leave of absence not to exceed ten (10) workdays. Hours are paid at the employee's base rate.

## 401(k) (Retirement Plan)\*

401(k) Plan with employer contribution – Pre-tax and Roth plans are offered. The Company contributes 50 cents on the dollar, up to a maximum of 6 percent of the employee's eligible compensation; therefore, an employer maximum contribution of 3 percent. The employer contributions are fully vested after three years of service with the Company. New employees will automatically be enrolled in the Company's 401(k) plan upon eligibility, with a pre-tax contribution of 6 percent.

Safe Harbor Non-Elective Contribution – An additional employer contribution, currently 3 percent of the employee's total eligible annual compensation, regardless of employee participation in the Plan. Funds are immediately vested. This contribution is funded on an annual basis.

## Medical Insurance\*

Current medical plans include a High Deductible Health Plan (HDHP) with Health Savings Account (HSA) and a traditional PPO plan. Both plans offer prescription drug coverage and are subject to deductibles and out-of-pocket limitations.

Upon election of the HDHP, an HSA will be created with the company-selected financial institution. Employees may contribute to their HSA via payroll deduction. An employer contribution will be funded on a per-pay basis.

## Valenz Health/KISx\*

Enrollees in our medical plans may be eligible for select imaging and surgical procedures at no cost.

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## Dental Insurance\*

Current dental coverage includes preventative, basic and major care and orthodontia. Plans include office visit co-payments, deductibles and possible out-of-pocket expenses. Two plans are available.

## Vision Insurance\*

Current vision coverage includes eye exams and the purchase of lenses, frames, and contacts subject to co-payments, and possible out-of-pocket expenses. A discount is available for laser correction surgery.

## Flexible Spending Account and Dependent Care Account\*

Flexible Spending Account and Dependent Care Account programs are available.

## Short Term Disability (STD)\*

Provided by siffron, this benefit is available to those employees who are unable to work due to hospitalization, accident, or illness. The benefit pays 60% of your base compensation for a maximum of 13 weeks. STD benefits begin on day 8 of the leave of absence.

## Long Term Disability (LTD)\*

Provided by siffron, this benefit begins after the STD has ended. Benefits begin on Day 91. This benefit pays 60% of your base salary to a maximum of \$10,000/month. Benefit offsets may apply. A health statement may be required.

## Life Insurance and Accidental Death & Dismemberment\*

Provided by siffron, this benefit provides Basic Life Coverage for all full-time employees in the amount of 100% of your annual salary to a maximum of \$100,000. Your Basic Life Coverage includes Enhanced Accidental Death & Dismemberment coverage equal to one times your employee life benefits.

## Voluntary Insurance Offerings\*

Offered by siffron, employees have the opportunity to purchase voluntary insurances, including Optional Term Life, Accident, Hospital Indemnity, and Critical Illness. The

coverage options include employee, spouse and dependents and is portable after employment has ended.

## Employee Assistance Program

Provided by siffron, EAP's are intended to help employees with personal health, well-being, financial, and/or legal issues. This confidential program is available to all employees and family members at no cost.

## Financial Wellness Guidance

All employees have access to partner financial experts at no charge. Resources include 401(k) discussions (rollovers, investments, loans, etc.) as well as debt consolidation, budgets, saving for a college/major purchase, etc.

## Wellness Room

Every siffron location offers a Wellness Room to promote the health, relaxation, and well-being of all employees. The rooms provide comfort, privacy, and convenient offerings for nursing mothers.

Additional details are available upon request for each benefit.

\* Plan includes eligibility requirements.