



# Employee Benefits Summary

## TIME OFF

PAID HOLIDAYS: 11 days per year

- New Year's Day – Friday 12/31/2021
- Presidents Day (NEW!) – Monday 2/21/2022
- Memorial Day – Monday 5/30/2022
- Independence Day – Monday 7/4/2022
- Labor Day – Monday 9/5/2022
- Thanksgiving – Thursday 11/24/2022
- Day after Thanksgiving – Friday 11/25/2022
- Christmas Eve – Friday 12/23/2022
- Christmas – Monday 12/26/2022
- New Year's Eve – Friday 12/30/2022
- Floating Holiday – TBD, will be defined by Partners

PAID PERSONAL TIME OFF (VACATION & SICK)

- First year – Total: 88 hours paid personal time
  - » Vacation: 40 hours accrued per year at 3.33 hours per month
  - » Sick: 48 hours max accrued at 1 hour for every 30 hours worked
- Second to Fourth year – Total: 120 hours paid personal time
  - » Vacation: 72 hours accrued per year at 6 hours per month
  - » Sick: 48 hours max accrued at 1 hour for every 30 hours worked
- Fifth to Ninth year – Total 160 hours paid personal time
  - » Vacation: 112 hours accrued per year at 9.33 hours per month
  - » Sick: 48 hours max accrued at 1 hour for every 30 hours worked
- Tenth year and beyond – 200 hours paid personal time
  - » Vacation: 152 hours accrued per year at 12.67 hours per month
  - » Sick: 48 hours max accrued at 1 hour for every 30 hours worked

BEREAVEMENT LEAVE: 3 days

## INSURANCE

MEDICAL, DENTAL and VISION POLICIES for employee – employee pays 10% of medical costs for base plan and 10% plus buy up difference for buy up option; KGA pays 100% of dental costs. Employee pays 100% of vision costs.

At no cost to the employee; \$300,000 in LIFE INSURANCE that includes DISABILITY at 60% of earnings up to \$1500/week for short-term and \$7,500/week for long-term.

AFLAC PERSONAL SUPPLEMENTAL POLICIES – some policies are a pre-tax basis, some not

HSA PLAN – KGA contributes \$50 per month to employee's HSA account if base medical plan is selected

CAFETERIA PLAN – for both medical and childcare expenses – money deducted pre-tax



## 401K

401K PLANS – Both Regular and Roth – employee may sign up after successful 90-day probation period. KGA matches 100% up to 3% and 50% between 3% and 5%.

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## BONUSES & COMMISSIONS

DISCRETIONARY BONUSES on a bi-annual basis

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MARKETING COMMISSIONS for bringing work into the office

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## COMP TIME

For some salaried positions, comp time or comp pay may be included with the compensation plan. Each month has defined base hours. If you work more than these base hours, you have the option of saving those hours as comp time or getting paid for them at an hourly rate.

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## ASSOCIATES

All of the above PLUS family medical insurance costs split 50/50 between employee and KGA.

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