



# 2024 Employee Benefits Summary

## TIME OFF

2024 PAID HOLIDAYS: 11 days per year

- New Year's Day – Monday, 1/1/2024
- Presidents Day – Monday, 2/19/2024
- Memorial Day – Monday, 5/27/2024
- Independence Day – Thursday, 7/4/2024
- Labor Day – Monday, 9/2/2024
- Thanksgiving – Thursday, 11/28/2024
- Day after Thanksgiving – Friday, 11/29/2024
- Christmas Eve – Tuesday, 12/24/2024
- Christmas – Wednesday, 12/25/2024
- New Year's Eve – Tuesday, 12/31/2024
- Floating Holiday – Friday, 7/5/2024

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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

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BEREAVEMENT LEAVE: 3 days

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MATERNITY/PATERNITY LEAVE: 80 hours

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## 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; LIFE INSURANCE for Staff offered at 100% of your annual salary to a maximum of \$100,000. Associate level employees are offered at 200% of your annual salary to a maximum of \$300,000. Coverage for partners remains a flat \$300,000. Benefits provided through Guardian

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## INSURANCE CONT.-

CO PAID FAMILY MEDICAL LEAVE; Employees pays up to State maximum (currently set to 0.45% of your gross payroll for 2024) Benefit for up to 12 weeks as defined by the State of Colorado. Paid at 90% of your earnings up to 50% of state average weekly wage (SAWW) plus an additional 50% of your earnings that exceeds this number. 2024 maximum weekly benefit capped at \$1,100. Benefits provided through Guardian

At no cost to the employee: LONG TERM DISABILITY INSURANCE for Staff and Associate level employees designed to cover 50% of your monthly salary to a maximum of \$2,000 monthly following a 90 day waiting period. Partners are eligible for a 60% replacement to a maximum of \$7,500. Benefits provided through Guardian

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%.

## BONUSES & COMMISSIONS

DISCRETIONARY BONUSES on a bi-annual basis

MARKETING COMMISSIONS for bringing work into the office

## 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.