

High SPIRITS HOSPITALITY

EVENTS • VENUES • SECURITY

EMPLOYEE BENEFITS

Version 2.4

Last Updated: June 13, 2023

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Due to the changing costs of business and federal laws, all benefits are subject to change or be cancelled at any time.

Listed below are the web addresses and phone numbers for some resources often used by High Spirits Hospitality employees.

MEDICAL PLANS

BlueChoice Health Insurance Plan (Medical, Vision, Dental)

1-800-868-2528

www.BlueChoiceSC.com

www.healthcare.gov/sbc-glossary for definitions of common insurance terms

South State Bank Health Savings Account (HSA)

Erick Marin, Simpsonville Branch: (864) 527-2953

www.southstatebank.com

DISABILITY & LIFE INSURANCE PLANS

Allstate Benefits (Term to Age 100 Life Insurance, Critical Illness Insurance, Long-Term Disability)

www.AllstateBenefits.com/mybenefits

Unum (Short Term Disability Insurance, Life)

1-800-421-0344 (8AM - 8PM Eastern, Mon-Fri)

www.securehealth.unum.com

Questions?

Email: hr@highspiritshospitality.com

Call: (864) 900-5880

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SECTION 1: GENERAL ELIGIBILITY RULES FOR BENEFITS

1 Full-Time Status

Any employee who works 30+ hours per week consistently is considered full-time. Typically speaking, once you qualify for benefits, you keep those benefits until you a) end your employment with HSH or b) reduce your employment to part-time hours.

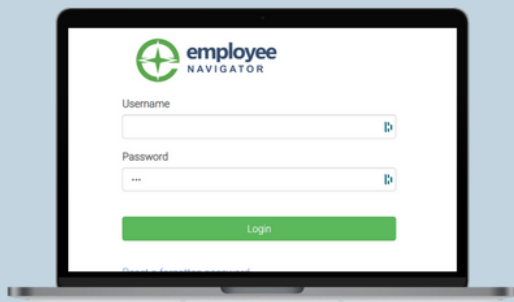
Part-time, contract employees, and interns are ineligible to receive benefits.

2 Employed for 60+ Days

Once you enroll for insurance benefits, your policy will begin on the 1st of the month after your first 60 days. As an example, if your first day is April 5th, your insurance will start on July 1st.

3 Dependents

You can also enroll your dependents in our medical and dental insurance plans. A dependent may be a long-term life partner or child under the age of 26. We pay 20% of the medical premiums and 50% of dental for dependents.



EMPLOYEE NAVIGATOR

Upon reaching full-time status, you will get an email invitation to register with Employee Navigator, our app for managing benefits. Even if you choose not to sign up for any benefits, you **MUST** register with Employee Navigator and complete the enrollment steps to decline coverage.

JUNE IS OPEN ENROLLMENT MONTH

Employees must complete the benefits package in the month of June to continue receiving coverage.

Employees who choose not to enroll after their 60-day period can only enroll during the open enrollment period in June (effective July 1st) or with a life changing event. The benefit period runs from 7/1-6/30, so all deductibles start over on July 1st each year.

CONTINUATION OF COVERAGE POST-EMPLOYMENT

Employees may be entitled to receive continued coverage upon leaving HSH under the group insurance plan as defined by state law. This extension, through COBRA, is at the cost of the individual plus a 2% administrative cost, and can continue for up to 18 months after your last date of employment.

To be eligible, employees must have been full-time status, and enrolled in one of the HSH COBRA eligible benefits for at least one day. Employees will be mailed information about COBRA once their employment with HSH ends.

SECTION 2: HEALTH INSURANCE OVERVIEW

But really, why do I need health insurance?

If you're seriously injured or sick, wouldn't you want to receive medical attention? Of course, going to the doctor (or being in the hospital) costs money, so it's beneficial to have medical insurance to help cover unexpected costs.

INSURANCE OPTIONS

You essentially have three options when choosing your health care plan:



Group Health Insurance

- Full-time employees can enroll in the group health insurance plan offered through High Spirits Hospitality. You are considered full-time if you work at least 30 hours a week.
- Eligible employees will have 50% of the premiums deducted from their check, the other 50% is paid by HSH.
- You can either enroll in the group plan when you are hired full-time, or during our open enrollment period in June of each calendar year (effective July 1st).
- The biggest pro to a group plan is you can't be denied based on your medical history or age.
- *Note: All eligible employees must fill out an enrollment form through Employee Navigator, even if they don't intend to enroll in our benefits.



Individual Health Insurance

- Any employee can enroll in an individual plan through the Affordable Healthcare Act.
- Visit www.healthcare.gov to shop in the exchange.
- You may find a plan that works for your needs and is cheaper than the group plan.
- *Note: Because you work for HSH that offers a group plan, you ARE NOT eligible for subsidies on the exchange.



No Insurance

There's always the option to decline coverage and pay for your medical care out of pocket.

MEDICAID & AFFORDABLE HEALTHCARE

Several benefit programs exist for eligible families or individuals to receive Medicaid assistance based on state residency, income, and U.S. citizenship.

For more information on eligibility, applying for Medicaid, and choosing the right program, visit www.scdhhs.gov/getting-started

How does health insurance work?

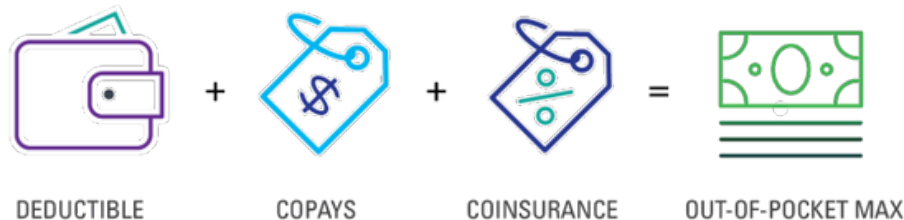
INSURANCE 101

You as the insured pay a monthly premium and your share of annual out-of-pocket costs, while your insurer pays a share of covered costs. See below for some key terms to understand associated costs.

Premium

The amount you pay each month for coverage (typically is deducted from your paycheck). The HSH group medical plan requires you to pay 50% of the premium and the company pays 50% as well as 20% of the premium for dependents. With an individual plan you would pay 100%. Your premium is quoted based on the ages and genders of you and/or your family members.

Paying your premium is sort of like paying into a pool of money with a bunch of other people. Some people will use a lot of care, others will use less. Higher premiums tend to mean lower out-of-pocket costs, specifically lower deductibles and better coinsurance. You pay more up front and your insurer picks up more of your health care tab. A low premium, high deductible plan mean you'll pay for most of your medical expenses with your premium paying into a pool to cover you if you get sick, but it may be the right health plan for an individual who is young and healthy with no dependents.



Deductible

The amount of covered out-of-pocket costs you will have to pay each year before your coinsurance kicks in.

With the exception of our HSA plan, most medical plans don't pay 100% after a deductible is reached, but it will cover 100% when the out-of-pocket maximum amount is reached.

NOTE: Premiums are not applied toward the deductible. Deductibles are different for individuals and families. Deductibles are much lower if you see in-network versus out-of-network physicians or medical specialists.

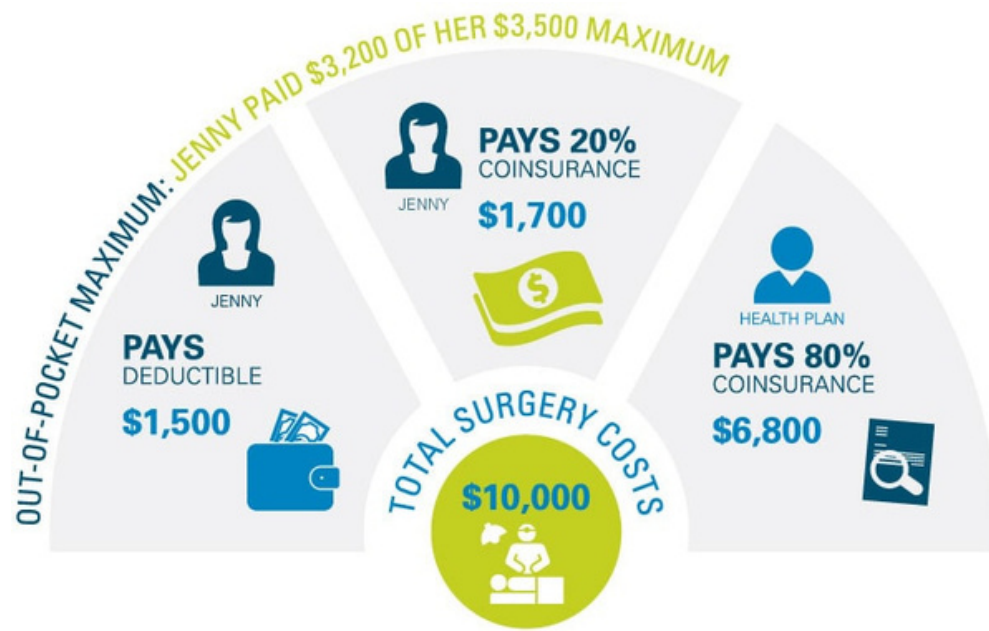
Coinsurance

The percentage share of costs of a covered service when a deductible has been met. If you have a family who needs coverage, or if you have a chronic illness, you'll want low copays, low deductible and great coinsurance coverage more than a lower premium. Of course, your premium should still be within your monthly budget.

Copay

This is the fixed \$ amount you will pay for covered services. It's one of the simplest and smartest parts of health insurance – you'll want a plan that covers the drugs and services you need at a low copay.

Unlike coinsurance, your copay isn't subject to a deductible. You will simply pay your copay for a covered drug or doctor's service from Day 1. Your copay counts towards your maximum out-of-pocket, but you must continue to pay that copay amount even after your deductible is met until you reach your out-of-pocket maximum.



Out-of-Pocket Maximum

The most you will pay for covered services in a policy period before your insurance plan covers 100% of service costs. The maximum takes into account deductibles, copays, and coinsurance but does not include your monthly premium or services that are out-of-network or not covered by the insurance plan.

Policy Period

The timeframe covered by your insurance plan. The HSH medical plan runs from July 1st - June 30th.

When you are hired, you will need to submit an application with HR to enroll within 45 days of hire in order for the insurance plan to begin at the first of the month after your first 60 days of hire. If you choose to decline coverage initially, you can enroll later on if you have lost your previous coverage, gotten married or separated, OR during our open enrollment period in June of each year.

Dependents

The family members enrolled in your healthcare plan. Your spouse, long-time domestic partner, and children under the age of 26 are considered dependents.

Network

Services and physicians 'in-network' are covered at full sharing cost under your healthcare plan.

If a visit to a medical office is considered 'out-of-network', then the services would not be covered under your plan or would be covered at a very low amount.

What's an HDHP/HSA Plan?

In addition to the traditional PPO insurance plan we offer, HSH also offers an high deductible (HDHP) plan. This plan allows you to contribute to a Health Savings Account tax-free, but does operate a bit differently than a traditional insurance plan.

What is an HSA?

If you enroll in our HDHP/HSA plan, you are eligible to open and use a Health Savings Account (HSA). An HSA is a financial account that you can use to accumulate tax-free funds to pay for qualified health care expenses, as defined by the IRS. The account is like a regular savings account with a debit card. The money in the account is owned by you and goes with you should you choose to leave the company's employment. Funds can accumulate over time and roll over each year. If you use the funds for qualified expenses, you will pay no taxes. If you use the money for other expenses, you will have to pay taxes and a penalty fee.

HSA Advantages

- The account belongs to you. Any money in the account is yours to keep forever.
- The money rolls over every year. There is no "use it or lose it" provision. You could keep it until you are 90 and even use it for nursing home care.
- There is a cap on how much you can contribute each year. Individuals can contribute up to \$3,600, families are \$7,200. If you are over the age of 55 you can contribute an additional \$1,000 per year.
- You can pay for any eligible medical expense, not just health plan costs. Examples include;
 - birth control
 - chiropractor & massage therapy
 - contact lenses & prescription eyeglasses
 - dental treatment
 - hearing aids
 - prescriptions
 - non-cosmetic surgery
 - therapy
 - menstrual care products
 - + much more
- Pre-tax contributions mean you can save up to 30% on all expenses.

What's the catch?

With an HDHP/HSA plan, you are 100% responsible for your medical care until you reach your annual deductible (\$6,900 for an individual or \$13,800 for a family). That means if you go to the doctor you'll have to pay 100% of the cost of the visit. Once you reach your deductible, insurance picks up the rest. Keep in mind you can use your HSA money for this care.

A great option is to pair this plan with a membership to Palmetto Proactive Healthcare. With that membership you won't pay for any standard well or sick care, just a \$15 per paycheck membership fee. Find out more on page XX. With your basic care covered, you would just have to pay for major medical events and specialist care.



Open your HSA account with South State Bank:

- No minimum opening balance
- \$3 monthly maintenance charge
- Competitive interest rates
- HSA debit card
- Free first order of checks
- Online, mobile and phone banking
- Anytime access to pay for qualified medical expenses
- Have your contributions deducted from your paycheck automatically
- If you have an existing HSA account with another bank, you can continue to use that account.
- Set-up your HSA with HR

SECTION 3: BENEFITS

MEDICAL PLAN: BLUECHOICE GROUP HEALTH INSURANCE - GOLD & HSA BRONZE

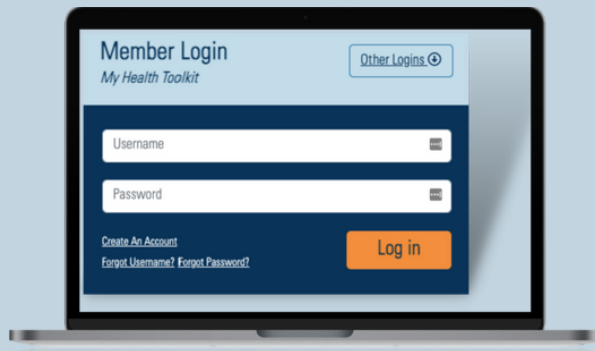
What's included in the group plan?

Overall Benefits

- Cannot be denied coverage due to pre-existing conditions.
- You have the right to appeal any health insurance company decision.
- You have the right to an understand summary about the plan's benefits and coverage.
- Adults can remain on their parents insurance plan until the age of 26.
- There are no annual or lifetime limits on healthcare coverage.
- You can't be charged more based on your gender, occupation, claims status, or medical history.
- You CAN be charged more for currently or previously using tobacco products.

Overall Services

- Ambulatory (Outpatient) Care
- Emergency Services
- Hospitalization
- Maternity and Newborn Care
- Women's Health
- Mental Health Services & Addiction Treatment
- Prescription Drugs
- Rehabilitation Services & Devices
- Laboratory Services
- Preventative Services
- Pediatric Services



BLUECHOICE PORTAL

Login to see more details about your benefits and find a provider. Other features include:

- Drug Coverage and Cost
- Find a Doctor or Hospital
- Health Claims Status
- Personal Health Records
- Treatment Cost Estimator

Vision Insurance

- HSH vision insurance is covered automatically under the BlueChoice group healthcare plan for you and your dependents.

Unum Life Insurance

- All full-time employees are automatically enrolled in a small life insurance plan through Unum. The company pays 100% of the employee's premium (so, the coverage is complimentary to you), with a \$10,000 payout.
- Employees need to designate a beneficiary in the event you are enrolled in life insurance, and this coverage is not extended to dependents.

Dental Insurance

- HSH also offers a dental insurance program through BlueChoice. You DO NOT have to be enrolled in our healthcare plan to be enrolled in the dental program.

Employee Assistance Program

- Full-time employees are also eligible to receive consulting services through our Employee Assistance programs with both Unum and BlueChoice.
- Legal Services
- Counseling
- Financial Counseling
- Adult and Child Care Resources
- Parenting/Adoption Resources
- College Consultation

Services Cost Comparison	GOLD 1502 Traditional PPO Plan Individual/Family	Bronze 7000 Businessadvantage/HSA Plan Individual/Family
In-Network Deductible	\$1,500/\$3,000	\$7,000/\$14,000
In-Network Out-of-Pocket Maximum	\$5,000/\$10,000	\$7,000/\$14,000
Preventative Care/Immunization	No charge	No charge
Primary Care Office Copay	\$15	Deductible/0% coinsurance
Specialist Copay	\$50	Deductible/0% coinsurance
Urgent Care Copay	\$50	Deductible/0% coinsurance
Emergency Room Care- In order for Emergency Room care to be covered, care must be for an Emergency Medical Condition	\$250 then Deductible/35% coinsurance	Deductible/0% coinsurance
Hospital Care	Deductible/35% coinsurance	Deductible/0% coinsurance
Outpatient Services	Deductible/35% coinsurance	Deductible/0% coinsurance
Inpatient Services	Deductible/35% coinsurance	Deductible/0% coinsurance
Maternity Office Visits	\$50 First visit	Deductible/0% coinsurance
Home Health/Rehabilitation/Hospice Care	Deductible/35% Coinsurance	Deductible/0% coinsurance
Diagnostic Testing/Imaging	Deductible/35% Coinsurance	Deductible/0% coinsurance
Adult Eye Exam	\$0	\$0 Copay
Pediatric Vision Eye Exam	\$25 Copay	\$25 Copay
Retail Drug Copay Tier 1/2/3/4/5/6	\$20/\$20/\$35/\$70/\$250/\$250	Deductible/0% coinsurance
Mail Order Drug Copay Tier 1/2/3/4/5/6	\$40/\$40/\$70/\$140/\$500/\$500	Deductible/0% coinsurance

AGE	EMPLOYEE		DEPENDENT	
14 & Under	-	-	\$74.58	\$57.81
15	-	-	\$81.20	\$62.95
16	-	-	\$83.74	\$64.91
17	-	-	\$86.27	\$66.88
18	\$55.63	\$43.12	\$89.00	\$68.99
19	\$57.33	\$44.44	\$91.73	\$71.11
20	\$59.10	\$45.81	\$94.56	\$73.30
21-24	\$60.93	\$47.23	\$97.48	\$75.57
25	\$61.17	\$47.42	\$97.87	\$75.87
26	\$62.39	\$48.36	\$99.82	\$77.38
27	\$63.85	\$49.50	\$102.16	\$79.19
28	\$66.23	\$51.34	\$105.97	\$82.14
29	\$68.18	\$52.85	\$109.09	\$84.56
30	\$69.15	\$53.61	\$110.65	\$85.77
31	\$70.62	\$54.74	\$112.98	\$87.58
32	\$72.08	\$55.87	\$115.32	\$89.39
33	\$72.99	\$56.58	\$116.79	\$90.53
34	\$73.97	\$57.34	\$118.35	\$91.74
35	\$74.45	\$57.71	\$119.23	\$92.34
36	\$74.94	\$58.09	\$119.91	\$92.95
37	\$75.43	\$58.47	\$120.68	\$93.55
38	\$75.92	\$58.85	\$121.47	\$94.16
39	\$76.89	\$59.60	\$123.03	\$95.36
40	\$77.87	\$60.36	\$124.59	\$96.57
41	\$79.33	\$61.49	\$126.92	\$98.39
42	\$80.73	\$62.58	\$129.17	\$100.13
43	\$82.68	\$64.09	\$132.29	\$102.54
44	\$85.12	\$65.98	\$136.19	\$105.57
45	\$87.98	\$68.20	\$140.77	\$109.12
46	\$91.39	\$70.84	\$146.23	\$113.35
47	\$95.23	\$73.82	\$152.37	\$118.11
48	\$99.62	\$77.22	\$159.39	\$123.55
49	\$103.94	\$80.57	\$166.31	\$128.92
50	\$108.82	\$84.35	\$174.11	\$134.96
51	\$113.63	\$88.08	\$181.81	\$140.93
52	\$118.93	\$92.19	\$190.29	\$147.51
53	\$124.29	\$96.35	\$198.87	\$154.16
54	\$130.08	\$100.83	\$208.13	\$161.33
55	\$135.87	\$105.32	\$217.39	\$168.51
56	\$142.14	\$110.19	\$227.43	\$176.30
57	\$148.48	\$115.10	\$237.57	\$184.16
58	\$155.24	\$120.34	\$248.39	\$192.54
59	\$158.60	\$122.94	\$253.75	\$196.70
60	\$165.36	\$128.18	\$264.57	\$205.09
61	\$171.21	\$132.71	\$273.93	\$212.34
62	\$175.05	\$135.69	\$280.07	\$217.10
63	\$179.86	\$139.42	\$287.77	\$223.07
64+	\$182.78	\$141.69	\$292.45	\$226.70

WEEKLY PREMIUMS

Pricing shown is the cost taken on a weekly basis. The listed price shown is AFTER HSH contributes 50% of employee premiums and 20% of dependent premiums. HR will split the monthly premiums up evenly as a paycheck deduction on each payroll.

WHICH PLAN?

Gold is the Gold plan. Silver is the HSA Bronze plan.

Determining the right plan for your family can be tough. Visit the below sites to compare the costs of each plan.

- <https://livelyme.com/compare-health-insurance-plans/>
- <https://www.hsabank.com/hsabank/learning-center/compare-your-health-plans>



PLEASE NOTE:
Tobacco users
should expect to
pay approximately
20% more.

LOW COST MEDICAL CARE WITH PALMETTO PROACTIVE HEALTHCARE

High Spirits Hospitality is proud to partner with Palmetto Proactive Healthcare to provide affordable primary care to all employees who work at least 30 hours a week. For just \$7.50 per paycheck (Weekly), you can enroll in this membership-based program that provides you with access to a doctor for your everyday and urgent care needs. Sign up through Employee Navigator and cancel anytime.

Palmetto Proactive offers these FREE services included with your membership;

- Same-day or next-day appointment access
- After-hours access to your care team
- Urgent care for the entire family
- Physicals
- Lab work
- In office and virtual visits
- EKG
- Laceration repair
- X-rays
- Flu shots + other immunizations for an additional fee
- Sick visits
- Women's wellness
- Mental health check-in
- Osteopathic manipulations
- Dermatology skin procedures
- Prescription program
- Chronic disease management
- Discounts with specialty referrals



**Just \$7.50 a
paycheck!**
Weekly

Palmetto Proactive has an office in Greenville and Spartanburg to serve you Monday-Friday. Employees can add their spouse to their membership for an additional \$15 per paycheck, or children under 26 years-old for \$4 per paycheck.

Palmetto Proactive is a Direct Primary Care group. Meaning, they don't take insurance and are not a substitute for a comprehensive insurance plan. They are a great way to supplement your healthcare needs with transparent pricing and proactive care. Their commitment to low doctor: patient ratios ensures they can accommodate same day appointments with low wait times, but still get you great service.

We are proud to offer this great service to our employees. At an original cost of \$70 per month, High Spirits Hospitality is supplementing the cost of this care for all our full-time employees and their families.



DENTAL PLAN

BLUECHOICE GROUP HEALTH INSURANCE - ELECTIVE PLAN

PREMIUMS

Pricing shown is the cost taken from each paycheck on a weekly basis. The dental plan is an elective program separate from the group health insurance. HSH pays 50% of the monthly premium for both employees and their dependents.

Employees DO NOT have to be enrolled in our medical plan to sign up for dental. HSH pays 50% of the monthly premium.

COVERAGE

- Participants can choose any licensed dentist.
- Diagnostic and Preventive Care is free.
- With basic, oral surgery, and periodontic care, the participant pays 20% of the allowable charge.
- With prosthodontic care the participant pays 50% of the allowable charge. There is a 6-month waiting period.
- Insurance pays a \$1,000 maximum payment per year per person.
- Orthodontic care, cosmetic procedures, implants, and replacement teeth are not covered.

Cost per check
does not change
for dependents
or family!

Coverage Type	Monthly Premium	Employee Cost Per Weekly Paycheck
Individual	\$29.36	\$3.39
Individual + Spouse	\$95.01	\$10.96
Individual + Child	\$95.01	\$10.96
Family	\$95.01	\$10.96



Find a Dentist

- ☐ Search by Saved Searches
- ☐ Search by Name
- ☐ Search by Location
- ☐ Search by County
- ☐ Search by Center Name

[BlueChoice Find A Dentist Tool](#) can help you locate an in-network dentist by name, location, facility, and/or specialty.



TERM TO AGE 100 LIFE INSURANCE

CRITICAL ILLNESS INSURANCE

ACCIDENT INSURANCE

DID YOU KNOW?



A number of financial concerns remain consistent from person to person, including long-term care, financial security of dependents, credit card debt, and having a comfortable retirement.



Sixty-nine percent of people surveyed would have trouble paying living expenses in two years or less if they were to lose their primary wage earner.



Every 40 seconds, an American will suffer from a heart attack.



Every 40 seconds, someone in the United States has a stroke.

Why might you consider term life insurance?

If you have a spouse, children, or even grandchildren, that is reason enough to think about planning for their future.

Consider these reasons:

- You can't predict death from disease, accidental injury or natural causes.
- You live on a budget, and purchasing traditional life insurance would be costly.
- You want a policy that offers coverage for more than 5, 10, or 20 years.
- You want coverage that goes with you should you leave your employer.
- You're the primary wage earner and your family relies on your income.
- You have recurring monthly debts like a mortgage, car payment or credit cards.
- You have children that require money for daily living expenses like food, clothing, sports and education.
- Your family may need additional money to help with health care related bills in the event of death.

CASH BENEFITS

Eligible employees can receive benefits of \$30,000, \$40,000 or \$50,000.*



Can help eliminate the need to deplete savings or retirement plans.



Can help pay the mortgage, continue rental payments, or perform needed household repairs.



Can help pay your family's living expenses like bills, electricity, or gas.

**Working spouse eligible for \$30,000 cash benefit only. Children may be covered for \$10,000 benefit with an additional premium of \$4.55.*

Issue Age	Monthly Premium* for		
	Group Term to 100 Initial Death Benefit* of:	\$30,000	\$40,000
18	\$13.00	\$17.33	\$21.67
19	\$9.00	\$12.00	\$15.00
20	\$9.00	\$12.00	\$15.00
21	\$9.00	\$12.00	\$15.00
22	\$9.00	\$12.00	\$15.00
23	\$9.00	\$12.00	\$15.00
24	\$9.00	\$12.00	\$15.00
25	\$9.00	\$12.00	\$15.00
26	\$9.15	\$12.20	\$15.25
27	\$9.30	\$12.40	\$15.50
28	\$9.45	\$12.60	\$15.75
29	\$9.60	\$12.80	\$16.00
30	\$9.75	\$13.00	\$16.25
31	\$10.25	\$13.67	\$17.08
32	\$10.75	\$14.33	\$17.92
33	\$11.25	\$15.00	\$18.75
34	\$11.75	\$15.67	\$19.58
35	\$12.25	\$16.33	\$20.42
36	\$12.75	\$17.00	\$21.25
37	\$13.25	\$17.67	\$22.08
38	\$13.75	\$18.33	\$22.92
39	\$14.25	\$19.00	\$23.75
40	\$14.75	\$19.67	\$24.58
41	\$15.25	\$20.33	\$25.42
42	\$15.75	\$21.00	\$26.25
43	\$16.25	\$21.67	\$27.08
44	\$16.75	\$22.33	\$27.92
45	\$17.25	\$23.00	\$28.75
46	\$17.75	\$23.67	\$29.58
47	\$18.25	\$24.33	\$30.42
48	\$18.75	\$25.00	\$31.25
49	\$19.25	\$25.67	\$32.08

Issue Age	Monthly Premium* for		
	Group Term to 100 Initial Death Benefit* of:	\$30,000	\$40,000
50	\$35.28	\$47.03	\$58.79
51	\$38.93	\$51.90	\$64.88
52	\$42.60	\$56.80	\$71.00
53	\$46.25	\$61.67	\$77.08
54	\$49.90	\$66.53	\$83.17
55	\$53.55	\$71.40	\$89.25
56	\$57.20	\$76.27	\$95.33
57	\$60.85	\$81.13	\$101.42
58	\$64.50	\$86.00	\$107.50
59	\$68.15	\$90.87	\$113.58
60	\$71.80	\$95.73	\$119.67
61	\$75.45	\$100.60	\$125.75
62	\$79.10	\$105.47	\$131.83
63	\$82.75	\$110.33	\$137.92
64	\$86.40	\$115.20	\$144.00
65	\$90.05	\$120.07	\$150.08



MyBenefits: 24/7 Access
AllstateBenefits.com/mybenefits

Easy-to-use website that offers 24/7 access to important information about your benefits. Check claims, request cash benefits, make changes to your account, and more.

How would illness insurance work?

You choose benefits to protect yourself and any family members if diagnosed with a covered, critical illness. You'll receive a cash benefit based on the percentage payable for the condition.

Critical Illnesses (% covered by benefit):

- Heart Attack (100%)
- Stroke (100%)
- Major Organ Transplant (100%)
- End Stage Renal Failure (100%)
- Coronary Artery Bypass Surgery (25%)
- Invasive Cancer (100%)
- Carcinoma In Situ (25%)
- Second Event Initial Critical Illness**
- Second Event Cancer Critical Illness**
- Advanced Alzheimer's Disease (25%)
- Advanced Parkinson's Disease (25%)
- Benign Brain Tumor (100%)
- Coma (100%)
- Complete Blindness (100%)
- Complete Loss of Hearing (100%)
- Paralysis (100%)

CASH BENEFITS

Eligible employees can receive benefits of \$10,000 or \$20,000.*



Can help eliminate the need to deplete savings or retirement plans.



Can help pay for travel expenses while receiving treatment in another city.



Can help pay the mortgage, continue rental payments, or perform needed household repairs.



Can help pay your family's living expenses like bills, electricity, or gas.

PLAN 1 - MONTHLY PREMIUMS

\$10,000 Basic Benefit Amount

AGE	EE, EE + CH		EE + SP, F	
	Non-Tobacco		Tobacco	
18-35	\$9.25	\$14.00	\$14.65	\$22.10
36-50	\$21.85	\$32.90	\$36.55	\$54.95
51-60	\$45.45	\$68.30	\$76.05	\$114.20
61-63	\$71.25	\$107.00	\$110.15	\$165.35
64+	\$105.45	\$158.30	\$163.45	\$245.30

EE=Employee; EE + SP = Employee + Spouse;
EE + CH = Employee + Child(ren); F = Family

PLAN 2 - MONTHLY PREMIUMS

\$20,000 Basic Benefit Amount

AGE	EE, EE + CH		EE + SP, F	
	Non-Tobacco		Tobacco	
18-35	\$16.25	\$24.50	\$27.03	\$40.68
36-50	\$41.45	\$62.30	\$70.84	\$106.39
51-60	\$88.67	\$133.12	\$149.86	\$224.91
61-63	\$140.26	\$210.51	\$218.08	\$327.23
64+	\$208.63	\$313.08	\$324.65	\$487.10

*Covered dependents receive 50% of your benefit amount.

**Second diagnosis more than 12 months after the first date of diagnosis for which an Initial Critical Illness benefit was paid. The benefit coverage would be the same percentage for first and second diagnosis.

Disability Insurance

UNUM SHORT-TERM DISABILITY PLAN

HSH offers full-time employees a short-term disability insurance policy through Unum if they elect to sign-up, and the company pays 50% of the insurance premium.

Short-term insurance covers a percentage of your claimed salary in the event of a short-term injury, or disability lasting 2-11 weeks. This includes post-partum disabilities.

Eligible employees must sign up within 45 days of hire or at the renewal period in June.

Premiums are a percentage of your salary, \$3-\$7 per paycheck.



401k Program

EMPLOYER MATCH SAVINGS PLAN

HSH offers full-time employees the opportunity to enroll in a 401k program. Contribution can begin within 60 days of hire, but the employer match begins following the below eligibility requirements.

Eligibility

- Employed for at least 1 year
- Employee have at least 1,000 working hrs / year

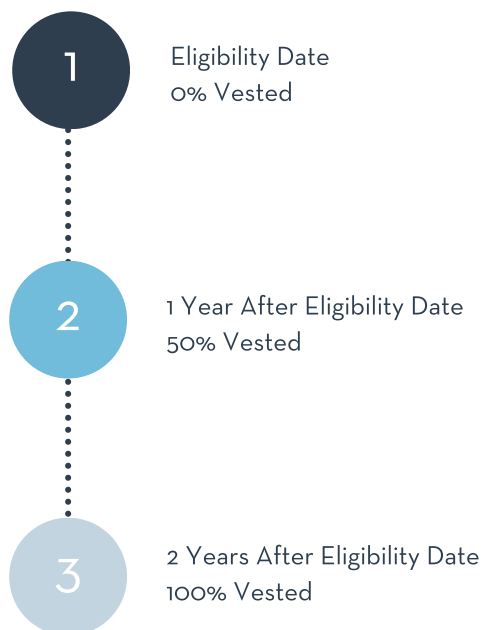
HSH will match 50% of the first 3% the employee contributes to their 401k.

Enroll

- Visit <https://www.mykplan.com/enroll>
- Register with the Plan Number 260216 and password provided by HR.
- Upon completing a login, follow the prompts to request the percentage to be withdrawn each period.
- Confirm which fund you'd like to invest in (Note: the default plan selected will be based on your estimated retirement age).

3-Year Vesting Schedule

YEAR



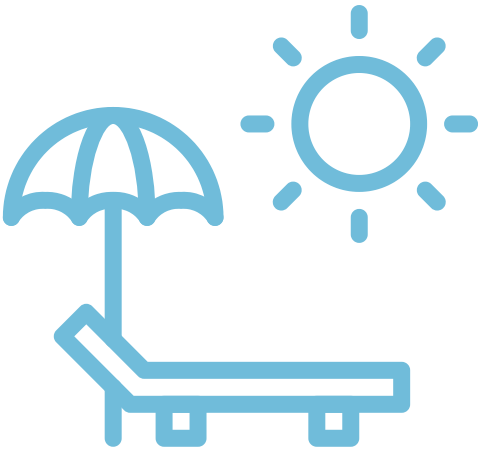
Paid Time Off & Leave Time

Paid Time Off (PTO)

HSH offers full-time employees a certain number of Paid Time Off (PTO) hours each year. The number of hours are based on the tenure with the company and can be found in the most up-to-date job description. All full-time employees receive a minimum of 80 hours a year.

Rules for Applying PTO Hours

- Hours may not be used in advance.
- PTO can be used for any personal need, although it is asked that you request time off 14 business days in advance whenever possible
- Upon resignation, an employee will get paid for 100% of their unused PTO. The hourly rate for the payout will be based on the employee's current hourly rate or salary.
- Employees may not use PTO during the resignation period unless the time was requested at least 2 weeks prior.
- If the employee has less than 36 hours in a pay period and has available PTO hours, HR will automatically add PTO hours to the employees check to get them to 40 hours.



PTO hours are accrued each pay period. So, you are storing hours every week!

Did you know? After you have reached two years of full-time status with us, you'll gain an additional 8 hours of PTO on each annual anniversary!

Holiday Time

The HSH office is closed on the following holidays. If an employee works a front-line shift within the listed schedule, they will be paid 1.5x their shift rate.

HOLIDAY	SCHEDULE
New Year's Day	7:00 AM on January 1 - 7:00 AM on January 2
Easter Sunday	7:00 AM on Easter - 7:00 AM the next day
4th of July	1:00 PM on July 4th - 7:00 AM on the 5th- Office will Close at 1:00 PM
Thanksgiving Day	7:00 AM on Thanksgiving Day - 7:00 AM the next day
Christmas	7:00 AM on Christmas Eve - 7:00 AM on Dec. 26th
New Year's Eve	1:00 PM on New Year's Eve - 7:00 AM on January 1st

Paid Time Off & Leave Time

Paid Holidays

Paid hours for holidays are listed below by Employee Classification level.*

If an employee wishes to honor another holiday not listed, they may submit a request in writing to HR. Employees must be full-time to be eligible for paid holidays.

HOLIDAY	LEVEL 5-6	LEVELS 7+
New Year's Day*	8	8
Easter Sunday/Good Friday*	4	8
Memorial Day	4	8
Juneteenth	4	4
4th of July*	4	8
Labor Day	4	8
Thanksgiving Day*	8	16
Christmas Eve*	8	8
Christmas Day*	8	8
New Year's Eve*	4	8
Birthday	8	8
Total Annual	64	92

What level am I?

Check your offer letter to determine your classification level. Generally speaking, you would fall into the level according to your job title and responsibilities;

- Level 1-4: part-time, hourly front-line employees.
- Level 5-6: full-time front-line employees
- Level 6-7: administrative entry-level employees
- Level 8-9; administrative managerial employees
- Level 10-11: senior leaders

Additional Requirements

- The holiday schedule will be released at the beginning of each year.
- Due to our 24/7 operations, not all full-time employees will be able to be granted time off on the above holidays.
- Hourly employees who work on one of the holidays listed will receive their time as additional PTO to be used at a later date. This is the only time floating holidays are allowed. Salaried employees may take time off later in the pay period.
- Hourly employees who work a shift on one of the holidays designated with a * will be paid 1.5x hourly rate for that shift. Voluntary office hours do not qualify for increased pay rates.
- Salaried employees on DTO may take extended holidays responsibly.

Paid Time Off & Leave Time

Discretionary Time Off - Salaried Employees

The discretionary time off policy allows salaried employees to take as much leave as they want responsibly. Typically used for sick days, mental health days, bereavement, and time to be with family. The policy is based on mutual trust between employer and employee as it gives the employee an opportunity to take time off or work as they need as long as they continue to fulfill their obligations.

POLICY SCOPE

- Applies to full-time, exempt employees of HSH.
- Exempt employees must complete 90 days of service before becoming eligible.
- Non-exempt employees will continue to accrue PTO according to the current company policy.

POLICY ELEMENTS

Time Off

HSH doesn't limit the amount of PTO employees can take, but does establish a minimum time off level of 10 days each year.

The company tracks vacation time for all employees to ensure:

- Employees take the minimum time required
- Employees do not take time off that compromises their performance

The recommended time off is 10-28 days per year with a maximum of 14 consecutive days. For longer periods of time, we may ask that you participate in virtual meetings or periodically check-in.

REMEMBER

This policy doesn't interfere with legally established leaves like parental or medical leave. Except for those on protected leave, the company has the right to temporarily revoke unlimited leave if the employee is unable to meet expectations.

PROCEDURE

Employees must:

- Avoid abusing the policy by taking time off that negatively impacts their job and the company.
- Communicate and collaborate with their team to ensure everyone takes leave without disrupting operations.
- Plan to delegate, postpone, or otherwise manage projects that will be affected by their time off.
- Notify their supervisors at least six weeks in advance of requested time off that exceed two business days whenever possible.
- Requests for one-two days should be made at least five business days in advance whenever possible. Requests further out are appreciated.

Supervisors can consider rejecting requests if:

- Other team members with similar or complementary duties have already asked for leave during the same time.
- The time in question is too busy or includes an important deadline for the employee asking for leave.
- An employee appears to abuse the policy. Supervisors have to prove that this is the case, using data from our leave tracking system and presenting employees' inadequate deliverables. They should also arrange a meeting with the employee and HR.

Paid Time Off & Leave Time

Discretionary Time



PROCEDURE CONTD.

Supervisors cannot reject leave requests for any of the following reasons:

- To force employees to fulfill duties that aren't urgent.
- To approve leave for another employee who made a later request.
- To discipline employees.

Additional Considerations

Neither list above is exhaustive. Both employers and supervisors should use common sense and adhere to company policy when requesting or approving of leave time.

Effective communication between team members is vital to making the policy work for everyone involved.

Time off will continue to be tracked via Paycor to provide the company with reliable data so the effectiveness of the policy can be evaluated.

BONUS

In addition to discretionary time off, High Spirits Hospitality provides all full-time, administrative employees with a \$250 travel bonus* per fiscal year - used to supplement the cost of vacation travel.

- Policy begins on January 1 each year
- Eligible for redemption after 90 days of employment.
- Can only be claimed within 2 weeks (before or after) the vacation travel.
- Covered expenses include hotels, flights, transportation, gas or attractions.
- Employees must submit an Expense Report for reimbursement to the Finance office with receipts to show proof of expense.
- If the employee is in their sabbatical year, they get a \$1,000 bonus.

**The bonus is considered taxable income. Should employment end prior to the use of the travel bonus, it will be forfeited.*



Mandatory Office Closed Days



At the CEO's discretion, the company will close the entire office following major events that require all employees to work long, physically-demanding shifts.

This mandatory office day provides all employees with equitable opportunities to refresh and recharge after an intense period of event execution. By officially closing the office, our customers can be notified in advance that employees will be unavailable during this time.

Exempt employees are not penalized for this time off. Non-exempt employees who did not meet overtime can choose to either have the day off without pay, use PTO, or work on projects from home for pay.

Family Medical Leave & Parental Leave

Family Medical Leave Act (FMLA)

The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

- Twelve workweeks of leave in a 12-month period for:
 - the birth of a child and to care for the newborn child within one year of birth;
 - the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
 - to care for the employee's spouse, child, or parent who has a serious health condition;
 - a serious health condition that makes the employee unable to perform the essential functions of his or her job;
 - any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or
- Twenty-six workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness if the eligible employee is the servicemember's spouse, son, daughter, parent, or next of kin (military caregiver leave).
- For FMLA eligibility, an employee must have worked for High Spirits Hospitality for 12 months or more and must have worked for at least 1,250 hours over the 12 months prior to the date the FMLA leave is to begin.
- The 12 months of employment do not have to be consecutive. That means any time previously worked for High Spirits Hospitality (including seasonal work) could, in most cases, be used to meet the 12-month requirement. If the employee has a break in service that lasted seven years or more, the time worked prior to the break will not count unless the break is due to service covered by the Uniformed Services Employment and Reemployment Rights Act (USERRA).
- To define the 12-month period in which leave can be taken, HSH use the 12-month period measured forward – meaning the period starts the first date an employee takes FMLA leave. The next 12-month period would begin the first time FMLA leave is taken after completion of the prior 12-month period.

Paid Parental Leave

High Spirits Hospitality is proud to offer our full-time employees access to our paid parental leave program. We want everyone in our company to be able to balance their job and family duties, by offering this paid leave program we help ease the financial burden of welcoming a new child to their families. Aside from being able to take protected, unpaid leave according to FMLA guidelines, HSH does offer paid leave to qualified, full-time employees. We offer two programs, one for Non-Exempt (hourly) employees, and one for Exempt (salaried) employees. This leave can be used to welcome any child to your family, whether by natural birth, adoption, surrogacy, or permanent foster care placement.

For the purpose of these benefits, we have the following definitions in place.

- Active Parent: Parents who are going to be spending at least 30% of their time with the child in a caregiving manner. That means parents that are actively involved in the physical care, nurturing, and parenting of their new child. An active parent does not have to be the primary caregiver/custodian, but does need to spend a significant amount of their time with the child during the leave period.
- Birth Mother: Individuals who need to recover from the physical act of childbirth.
- Eligible Employee: Individuals who have worked full-time for at least 12 months or more and must have worked for at least 1,250 hours over the 12 months prior to the date the leave is to begin. Employees must also intend on returning to work to receive paid leave. Employees must also meet one of the following criteria:
 - Have given birth to a child; or
 - Be a spouse or committed partner of a woman who has given birth to a child; or
 - Have adopted or received a permanent foster care placement of a child who is 17 years old or younger. This provision does not apply to the adoption of a stepchild by a stepparent; or
 - Welcomed a new child through surrogacy.

Other criteria's of paid leave:

- Paid leave will run concurrently with FMLA
- Parents may take their paid leave anytime within the first 6 months of welcoming their child. Unpaid FMLA leave can happen anytime in the first 12 months.

Other criteria's of paid leave:

- To qualify for a paid leave, we ask that employees give a 3+ month notice in writing to their supervisor and HR. Please provide your anticipated due date and doctor's note with this notice.
- The company will pay for parental leave according to the employee's classification status upon the leave commence date. Pay will be issued with the weekly/biweekly payrolls.
- The fact that multiple births or adoptions occur does not increase the length of Parental Leave, whether paid or unpaid.
- Upon separation of employment, the employee shall not be eligible for payment of any unused Parental Leave.
- HSH may take disciplinary action, up to and including termination, against an employee who used Parental leave for purposes other than those described in this policy.
- HSH reserves the right to modify this policy at any time.

Paid Leave - Non-Exempt Employees

All Active Parents that are classified as Non-Exempt Employees may take up to 12 weeks of parental leave, with one of those weeks (40 hours) compensated at 100%. 11 weeks of unpaid leave are available.

- This leave can be used anytime within 6 months of welcoming the child.
- Security Officers are paid out at their O2 rate.
- Administrative Employees are paid out at their Office rate.
- This leave cannot be combined with regular work hours that would put the employee in overtime.
- The employee may use accrued Paid Time Off towards this unpaid leave time.
- Leave may commence at the time labor begins.

All Birth Mothers are offered up to 140 hours of paid leave to support the recovery from child birth. Birth Mothers can combine that leave with the Active Parent leave, offering up to 160 hours of paid leave.

Paid Leave - Exempt Employees

All Active Parents that are classified as Exempt Employees are offered two sections of leave:

- Full-Time Leave - employees may take up to 6-weeks of paid leave. This time may be split into no more than two sections. For example, a parent may decide to take two weeks of after welcoming the child and another 4 weeks off after their partner returns to work.
 - This leave may commence;
 - Up to two weeks before their due date;
 - When labor commences; or
 - When medical leave is ordered by the Birth Mother's physician.
- Partial Return to Work - the employee is also eligible to work up to 8-weeks at a reduced work week with full pay. This section can be taken immediately after the welcoming of the child or after their Full-Time Leave has ended. During this 8-week period the employee is only expected to work 30 hours a week. The employee will have to communicate with their supervisor on the best schedule and task load to accommodate these reduced hours. This section is designed to help new parents ease the transition of balancing their family obligations with their work.

In addition to the Active Parent leave and Partial Return to Work benefit, Birth Mothers are offered an additional two weeks of paid leave to assist with the recovery from child birth. Birth Mothers are certainly able to extend their unpaid leave according to FMLA guidelines if they wish.

As clarification, Birth Mothers receive;

- 2 weeks of paid leave for childbirth recovery
- 6 weeks of paid parental leave
- Up to an additional 6 weeks of unpaid leave
- 8 weeks of reduced hours upon returning to work at 100% pay
- Option to receive additional benefits from an enrolled Short-Term Disability Insurance policy.

As the Parental Leave Benefit and FMLA Leave are separate from our Discretionary Time Off benefit, employees may not combine the benefit and take Discretionary Time Off during their official leave period. They may take days off as needed and reasonable during the Partial Return to Work period.

Short-Term Disability Insurance

In addition to our paid leave programs, Birth Mothers may be able to take advantage of their disability by filing a claim with their Short-Term Disability Insurance (if enrolled). HSH currently offers UNUM Short-Term Disability Insurance. Employees are eligible to sign up within their initial new hire enrollment period or during our open enrollment period each year. Employees enrolled in the plan should file their disability claim before their leave begins. After a verification process, the employee should receive disability insurance in line with the current policy. Although HSH doesn't manage the policy itself, typically we see Birth Mothers receiving 4 weeks worth of benefits.

- Benefits are paid at 60% of your salary;
- Disability kicks in after the first two weeks;
- Disability will end after your physician has issued a return to work note, typically for vaginal deliveries that is 6 weeks, c-sections can be up to 8 weeks.
- Disability Leave can be taken concurrently to paid leave, or before paid leave.

Calculating Leave Pay

Pay during leave is paid out on regular paychecks as a flat, weekly rate. This rate is calculated by taking an average of the last 6 months of net pay, minus any one-time special bonuses or Technology Allowances. This average should include base pay, claimed tips, commissions, and regular sales and performance bonuses. This average will be used to determine a weekly salary that will be paid out throughout the course of the employee's leave. Once the employee returns to work, even on a partial schedule, their pay will revert back to reflect their original compensation plan, including commission and bonus calculations. The 6 month rollback starts on the last day of the employee's final work week before leave.

Insurance Coverage while on Leave

During any FMLA leave, an employer must maintain the employee's coverage under any group health plan on the same basis as coverage would have been provided if the employee had been continuously employed during the entire leave period. Additionally, if HSH provides a new health plan or benefits, or the health benefits or plans change while an employee is on FMLA leave, the employee is entitled to the new or changed plan/benefits to the same extent as if the employee were not on leave. Notice of any opportunity to change plans or benefits must also be given to an employee on FMLA leave.

An employee may choose not to retain group health plan coverage during FMLA leave. However, when an employee returns from leave, the employee is entitled to be reinstated on the same terms as prior to taking the leave, including family or dependent coverages, without any qualifying period, physical examination, exclusion of pre-existing conditions, etc. Except as required by COBRA and for "key employees," an employer's obligation to maintain health benefits during leave ceases only if and when:

- The employment relationship would have terminated if the employee had not taken FMLA leave (e.g., if the employee's position is eliminated as part of a non-discriminatory reduction in force and the employee would not have been transferred to another position),
- The employee informs the employer of his or her intent not to return to work,
- The employee fails to return from leave, or
- The employee continues on leave after exhausting his or her FMLA leave entitlement in the 12-month period.

Employee Responsibilities

During the FMLA leave period, an employee must continue to pay whatever share of group health plan premiums that the employee paid prior to FMLA leave.

- The employer must provide the employee with advance written notice of the terms and conditions under which these payments must be made.
- If premiums are raised or lowered, the employee would be required to pay the new premium rates.
- Maintenance of health insurance policies which are not a part of the employer's group health plan are the sole responsibility of the employee.
- The employee and the insurer should make necessary arrangements for payment of premiums during periods of unpaid FMLA leave.

- If the employee is substituting accrued paid leave for the unpaid FMLA leave, the employee's share of premiums must be paid by the method normally used during any paid leave, presumably as a payroll deduction.
- If the premiums are not paid as a payroll deduction, the employee will be provided a statement with which to remit payment to HSH by each normal pay day.

Employee Fails to Pay Insurance Premiums

If an employee's premium payment is more than 30 days late, HSH will cancel the employee's insurance coverage. HSH will provide written notice to the employee that the payment has not been received, and that insurance coverage will end at a specified date at least 15 days after the date of the written notice unless payment is received by that date.

This notice must be emailed and mailed to the employee at least 15 days before coverage is to cease. Even when an employer ceases health insurance coverage due to an employee's failure to pay his or her premium payments, all other obligations under the FMLA would continue, including the obligation to reinstate the employee upon return from leave to their original position or to an equivalent position, with equivalent pay, benefits, terms, and conditions of employment. Equivalent benefits include the same level of group health insurance benefits as prior to the leave without any qualifying period, physical examination, and the exclusion of pre-existing conditions. If an employer terminates an employee's health insurance in accordance with the FMLA and the employer fails to restore the employee's health insurance upon the employee's return, the employer may be liable for:

- Benefits lost by reason of the violation,
- Actual monetary losses sustained as a direct result of the violation, and
- Appropriate equitable relief tailored to the harm suffered.

If an Employee Fails to Return to Work

HSH may recover from an employee its share of health plan premiums paid during the employee's unpaid FMLA leave if the employee fails to return to work after his or her FMLA leave entitlement has been exhausted or expires, unless the reason the employee does not return is due to:

- The continuation, recurrence, or onset of a serious health condition of the employee or the employee's family member;
- A serious injury or illness of a covered servicemember that would otherwise entitle the employee to leave under FMLA;
- Other circumstances beyond the employee's control.

An employer may require supporting medical certification to confirm the continuation, recurrence, or onset of the employee's or the employee's family member's serious health condition. If the employee does not provide such certification in a timely manner (within 30 days of the employer's request) and the reason for not returning to work does not meet the test of other circumstances beyond the employee's control, the employer may recover all of the health benefit premiums it paid during the period of unpaid FMLA leave.

Other circumstances beyond the employee's control that prevent an employee from returning to work after FMLA leave include such situations as:

- Where a parent chooses to stay home with a newborn child who has a serious health condition,
- An employee's spouse is unexpectedly transferred to a job location more than 75 miles from the employee's worksite,
- A relative or individual other than a covered family member has a serious health condition and the employee is needed to provide care,
- The employee is laid off while on leave, or
- The employee is a key employee who decides not to return to work upon being notified of the employer's intention to deny restoration because of substantial and grievous economic injury to its operations and is not reinstated.

Circumstances beyond the employee's control would not include a situation where an employee desires to remain with a parent in a distant city even though the parent no longer requires the employee's care, or a parent chooses not to return to work to stay home with a well, newborn child.

Under some circumstances, the employer may elect to maintain other benefits (for example, life insurance, disability insurance, etc.) by paying the employee's share of premiums during periods of unpaid FMLA leave. At the conclusion of the leave, the employer is entitled to recover only the costs incurred for paying the employee's share of any premiums, regardless of whether the employee returns to work.

When paid leave is substituted for FMLA leave, the employer may not recover its share of health insurance premiums or other non-health benefit premiums for the period covered by paid leave. Additionally, recovery of health insurance premiums does not apply to paid leave provided under a plan covering temporary disabilities, including workers' compensation.

When an employee fails to return to work, any health and non-health benefit premiums that the FMLA permits the employer to recover are a debt owed by the non-returning employee. The existence of this debt does not alter an employer's responsibilities for health benefit coverage and, under a self-insurance plan, payment of claims incurred during the period of FMLA leave. To the extent recovery is allowed, the employer may recover the costs through deduction from any sums due to the employee, provided such deductions do not otherwise violate applicable federal or state wage payment or other laws. Alternatively, legal action may be initiated against the employee to recover such costs. An employee who returns to work for at least 30 calendar days is considered to have "returned" to work for the purposes of the FMLA. In addition, an employee who transfers directly from taking FMLA leave to retirement, or retires during the first 30 days after returning to work is considered to have returned to work.

Other Benefits During Leave

- Paid Time Off: Non-Exempt Employees are not eligible to accrue Paid Time Off while on leave.
- Holiday Pay: Non-Exempt Employees are not eligible for Holiday Pay while on leave. If the employee is on a paid leave, their weekly pay rate will remain the same, regardless of any holidays that took place during that period.
- Any benefits an employee accrues prior to a period of FMLA leave must be available to the employee when he or she returns from leave. These benefits provided to employees must be resumed in the same manner and at the same level as when the leave began, subject to any changes in benefit levels affecting the entire workforce. An employee returning from FMLA leave cannot be required to requalify for any benefits the employee enjoyed before the leave began.

Requesting Leave

To take FMLA leave, you must provide HSH with appropriate notice.

- If you know in advance that you will need FMLA leave (for example, if you are planning to have surgery or you are pregnant), you must give HR at least 30 days advance notice.
- If you learn of your need for leave less than 30 days in advance, you must give notice as soon as you can (generally either the day you learn of the need or the next work day).
- When you need FMLA leave unexpectedly (for example, if a family member is injured in an accident), you MUST inform HR as soon as you can. You must follow your position's usual notice or call-in procedures unless you are unable to do so (for example, if you are receiving emergency medical care).
- While you do not have to specifically ask for FMLA leave for your first leave request, you do need to provide enough information so HR is aware it may be covered by the FMLA. Once a condition has been approved for FMLA leave and you need additional leave for that condition (for example recurring migraines or physical therapy appointments), your request must mention that condition or your need for FMLA leave. If you don't give HR enough information to know that your leave may be covered by the FMLA, your leave may not be protected.
- You do not have to tell HR what your diagnosis is, but you do need to provide information indicating that your leave is due to an FMLA-protected condition (for example, stating that you have been to the doctor and have been given antibiotics and told to stay home for four days).

Communication Regarding Leave

Ongoing communication between you and HR will make the FMLA process run much more smoothly. Each of you has to follow guidelines about notifying the other when FMLA leave is being used.

- Employees will need to inform HR if their need for FMLA leave changes while they are out (for example, if your doctor determines that you can return to work earlier than expected).
- HSH may also require you to provide periodic updates on your status and your intent to return to work.
- HSH must notify employees if they are eligible for FMLA leave within five business days of their first leave request.
 - If the employer says that you are not eligible, it has to state at least one reason why you are not eligible (for example, you have not worked for the employer for a total of 12 months).
- At the same time that your employer gives you an eligibility notice, it must also give you a notice of your rights and responsibilities under the FMLA. This notice must include all of the following:
 - A definition of the 12-month period the employer uses to keep track of FMLA usage. It can be a calendar year, 12 months from the first time you take leave, a fixed year such as your anniversary date, or a rolling 12-month period measured backward from the date you use FMLA leave. You need to know which way your employer measures the 12-month window so that you can be sure of how much FMLA leave you have available when you need it.
 - Whether you will be required to provide medical certification from a health care provider.
 - Your right to use paid leave.
 - Whether your employer will require you to use your paid leave.
 - Your right to maintain your health benefits and whether you will be required to make premium payments.
 - Your right to return to your job at the end of your FMLA leave.

When your employer has the information necessary to determine if your leave is FMLA protected, it must notify you whether the leave will be designated as FMLA leave and, if possible, how much leave will be counted against your FMLA entitlement. If your employer determines that your leave is not covered by FMLA, it must notify you of that determination.

Medical Certification

In most cases HSH will request medical certification. Employees have 15 calendar days to provide it in most circumstances.

- You are responsible for the cost of getting the certification from a health care provider and for making sure that the certification is provided to your employer.
- If you fail to provide the requested medical certification, your FMLA leave may be denied.
- The medical certification must include some specific information, including:
 - contact information for the health care provider;
 - when the serious health condition began;
 - how long the condition is expected to last;
 - appropriate medical facts about the condition (which may include information on symptoms, hospitalization, doctors visits, and referrals for treatment);
 - whether you are unable to work or your family member is in need of care; and
 - whether you need leave continuously or intermittently. (If you need to take leave a little bit at a time, the certification should include an estimate of how much time you will need for each absence, how often you will be absent, and information establishing the medical necessity for taking such intermittent leave.)

If your employer finds that necessary information is missing from your certification, it must notify you in writing of what additional information is needed to make the certification complete. You must provide the missing information within seven calendar days. If your employer has concerns about the validity of your certification, it may request a second opinion, but it must cover the cost. Your employer may request a third opinion if the first and second opinion differ, but it must cover the cost. If your need for leave continues for an extended period of time, or if it changes significantly, your employer may require you to provide an updated certification.

Position Upon Returning to Work

When you return to work, the FMLA requires that your employer return you to the same job that you left, or one that is equivalent.

If you are not returned to the exact same job, the new position must:

- involve the same or substantially similar duties, responsibilities, and status;
- include the same general level of skill, effort, responsibility and authority;
- offer identical pay, including equivalent premium pay, overtime and bonus opportunities;
- offer identical benefits (such as life insurance, health insurance, disability insurance, sick leave, vacation, educational benefits, pensions, etc.); and
- offer the same general work schedule and be at the same (or a nearby) location.

Please keep in mind that if you exhaust your FMLA leave entitlement and are unable to return to work, your employer is not required to restore you to your position.

Certain key employees may not be guaranteed reinstatement to their positions following FMLA leave. A key employee is defined as a salaried, FMLA-eligible employee who is among the highest paid 10 percent of all the employees working for the employer within 75 miles of the employee's worksite.

An employee on FMLA leave is not protected from actions that would have affected him or her if the employee was not on FMLA leave. For example, if a shift has been eliminated, or overtime has been decreased, an employee would not be entitled to return to work that shift or the original overtime hours. If an employee is laid off during the period of FMLA leave, the employer must be able to show that the employee would have been laid off during the FMLA leave period. A covered employer may also deny restoration to a "key employee" if necessary to prevent substantial and grievous economic injury to its operations. A key employee is a salaried FMLA-eligible employee who is among the highest paid 10% of all employees, both eligible and not eligible, within 75 miles of the worksite.

Light Duty

An employer may offer the employee a light duty position; however, the FMLA does not require the employee to accept the light duty position rather than take FMLA leave. The employee may decline the light duty position and continue on FMLA-protected leave until able to return to the same or equivalent job he or she left or until his or her FMLA leave entitlement is exhausted.

When an employee voluntarily accepts a light duty assignment rather than taking FMLA leave, the time the employee works in the light duty assignment does not count as FMLA leave. Additionally, the employee has the right to be restored to the same or an equivalent position that the employee held at the time the employee's FMLA leave commenced, provided that the employee is able to perform the essential functions of the position. However, an employee's right to restoration while in a light duty assignment expires at the end of the 12-month leave year that the employer uses to calculate FMLA leave. If an employee has used his or her full 12 workweeks of FMLA leave in a 12-month period and then voluntarily accepts a light duty position because the employee is unable to resume working in his or her original position, the employee no longer has a right under the FMLA to restoration.

How to file a complaint

The U.S. Department of Labor's Wage and Hour Division (WHD) is responsible for administering and enforcing the Family and Medical Leave Act for most employees. If you have questions, or you think that your rights under the FMLA may have been violated, you can contact WHD at 1-866-487-9243. You will be directed to the WHD office nearest you for assistance.

Your employer is prohibited from interfering with, restraining, or denying the exercise of FMLA rights, retaliating against you for filing a complaint and cooperating with the Wage and Hour Division, or bringing a private action to court. You should contact the Wage and Hour Division immediately if your employer retaliates against you for engaging in any of these legally protected activities.

Remember - FMLA is only valid for federally protected, unpaid leave. Specific policies regarding paid leave are managed by the company.

New Parent Programs

As employees return to work after a Parental Leave, High Spirits will do its best to encourage an environment that protects the employees work-life balance. As our company employees a wide array of people with different job duties, schedules, and responsibilities, some programs are limited in participation to employees whose schedule and responsibilities are more flexible than others. Generally speaking, exempt employees who have been employed for at least 6 months prior to the birth of a child are able to participate in all of the below programs, while Front-Line employees may be more limited.

- All of our New Parent Programs are a voluntary option for employees, subject to approval as outlined in these Guidelines, where it is compatible with job requirements.
- Participation in these programs is a privilege and not a right.
- HSH expressly reserves the right to refuse participation in the Program if the requesting parent's position is deemed unsafe or unsuitable for the presence of a baby due to business reasons.
- HSH reserves the right to terminate participation in the program due to business conditions or poor employee performance.
- HSH expressly reserves the right to change or revise this policy. Any changes will be conveyed to affected employees as soon as possible after any change or revision.
- Any enrollment in these programs will commence with a meeting between the employee, HR, and the employee's manager.

Scheduling

Front-Line Employees

will need to communicate their Return-to-Work date and scheduling availability with their manager and the Scheduling Manager. A Return-To-Work date should be communicated at least 14 days before advance whenever possible. While we will do our best to adapt a schedule that provides for a strong work-life balance during the return-to-work transition, schedules will be issued based on actual business needs. Hourly employees are able to request fewer hours during this transition if they like, although a full-time status of at least 30 hours a week must be maintained.

Breastfeeding

Employees returning to work while breastfeeding are provided with the following support;

- Reasonable Break times to express milk. The employee will need to coordinate with their supervisor to ensure that manned posts are not left unattended during these times. Supervisors are expected to offer flexibility whenever possible, but it is acceptable to have these breaks prescheduled so floating coverage can be provided.
- Break times are offered up to one year after the birth of the child(ren).
- For employees working in our corporate office, a private space that is not a restroom to pump when needed.
- For employees working off-site, a private space may not be guaranteed, but accommodations will be made whenever possible.
- The breaks are not paid. Employees are asked to clock in and out. Alternate make-up hours may be offered if available.

Remote Work Program

Program Overview: In order to reduce commutes and provide more time for child bonding, employees who are primary caregivers are given the opportunity to work from home until their child is 6 months of age.

Eligible Employees: are those that have a primarily computer-based role and can complete at least 70% of their tasks independently from their computer at home. This program is open to all new parents who are administrative employees, whether they are full-time or part-time. Employees should have been with the company for at least 6 months before taking advantage of this program.

Participation Criteria:

- Employees may work up to 70% of their week at home. The remaining 30% of the time should be spent at the office. This office time will allow the employee to complete in-person meetings and get face time with their peers.
- The employee's home work space should be set up adequately with space for their computer, mouse, and free from disturbances. The space should allow for the employee to make phone calls and conduct virtual meetings without background disruption. The employee is responsible for any costs associated with setting up a home work space.
- It is preferred that the employee have arranged child care during this time, especially when they are participating in team or external meetings.
- Although we are able to offer some flexibility on the actual hours worked, the employee should communicate their scheduling needs in advance with their manager so meetings and tasks can be scheduled appropriately. It is expected that the employee be available during Core Hours of Tuesday-Thursday from 10:00 AM-3:00 PM.
- Employees are expected to attend all scheduled meetings. While it's preferred that attendance is in person, some meeting types may allow for virtual attendance.
- When the employee comes to the office, they may take advantage of the Bring Your Baby to Work program, as long as the program policies are adhered to.
- The employee should have regular check-ins with their manager.
- Should an employee's work performance deteriorate, the employee will be asked to return to the office full-time.

Reduced Hours Program

Eligible Employees: This program is open to all new parents who are classified as Exempt employees. Employees should have been with the company for at least 12 months before taking advantage of this program. The employee may take advantage of the Reduced Hours Program for the first 8 weeks they have returned to work after their leave.

Participation Criteria:

- Employees must work with their manager to create a schedule that suits the interests of both the company and the employee.
- Although we are able to offer some flexibility on the actual hours worked, the employee should communicate their scheduling needs in advance with their manager so meetings and tasks can be scheduled appropriately. It is expected that the employee be available during Core Hours of Tuesday-Thursday from 10:00 AM-3:00 PM.
- Employees are expected to attend all scheduled meetings. While it's preferred that attendance is in person, some meeting types may allow for virtual attendance.
- When the employee comes to the office, they may take advantage of the Bring Your Baby to Work program, as long as the program policies are adhered to.
- The employee should have regular check-ins with their manager.
- Should an employee's work performance deteriorate, the employee will be asked to return to the office full-time.
- The employee's pay will revert back to their base salary + applicable commissions, tips, and bonuses that were in effect before their leave period commenced. Once the employee starts receiving a regular pay check, they will be included in the commission and bonus calculations for any bonuses that had not been paid out prior to their leave ending.
 - For example, Sue was on leave from Sept 15-Dec 15. Sue receives Quarterly bonuses on the second paycheck of the month following the previous Quarter. Sue would not have received a bonus check for 3rd Quarter since she was on leave when it was paid, but she will receive a bonus for the 4th Quarter since she returned to work before the bonus was issued.
- Although the hope is that the employee will be able to stick to a 30-hour schedule for 8 weeks, there may be periodic times that isn't entirely possible due to our event schedule.

Bring-Your-Infant to Work Program

Program Overview: In order to provide more time for child bonding and alleviate the burden of child care, some employees are given the opportunity to bring their child into the office until their child is 6 months of age or crawling.

Eligible Employees: are those that have a primarily office-based role and can complete at least 70% of their tasks from a desk. This program is open to all new parents who work in the office, whether they are full-time or part-time. Employees should have been with the company for at least 6 months before taking advantage of this program.

Participation Criteria:

- A parent participating in this program may not leave the building (not even for a short time) without taking the infant with them.
- The parent will accept complete responsibility for the safety of the infant. If the parent's duties require that they leave their primary work space, the parent will take the infant with them. An employee may not take the infant anywhere in a company-owned vehicle. Infants are not allowed in areas that may pose an injury to the child, such as the commercial kitchens, laundry room, chemical storage area, or repair shop.
- The parent must provide all supplies and equipment needed to care for the infant at the work site and ensure that the area is kept in a clean and sanitary condition.
- Diapers must be changed only in a designated restroom or in quiet room locations and not in work areas. When an infant accompanies a parent to work, used cloth diapers must be stored in a closed container and taken home daily. Used disposable diapers must be wrapped appropriately and discarded in an appropriate container provided by the parent and placed in an area not used by staff for office or meeting space. All supplies utilized by the parent must be maintained in a manner that is not disruptive to the work of other employees.
- Parents must have day care or other arrangements in place by the time their baby is 6 months old or begins to crawl, whichever comes first.
- There may be work circumstances that require a parent's full attention such that it may be necessary for parents to make other arrangements for child care during the utilization of this policy. Parents are expected to work closely with their manager and coworkers to ensure that all parties involved are aware of what duties can and cannot be reassigned and parents are expected to make alternate child care arrangements when required to do so.
- In order for an infant-at-work program to be effective, all parties need to be sensitive to the needs of others. The employee must maintain acceptable work performance and ensure that the presence of the infant does not create any office disturbances. If problems arise that cannot be resolved, the employee understands that the program may be terminated for that employee.
- If a baby is fussy for a prolonged period of time, causing a distraction in the workplace, or preventing the parent from accomplishing required work, the parent shall remove the infant from the workplace.
- Although we are able to offer some flexibility on the actual hours worked, the employee should communicate their scheduling needs in advance with their manager so meetings and tasks can be scheduled appropriately. It is expected that the employee be available during Core Hours of Tuesday-Thursday from 10:00 AM-3:00 PM.
- Work Station – Each parent shall make their workspace suitable and safe for the baby and the baby shall be located primarily at that workspace during the work day. HSH will make every effort to offer a private office, if needed, but can not guarantee this if space constraints make it infeasible.
- Quiet Room – In the event that an infant becomes noticeably fussy or otherwise causes a distraction in the workplace or prevents the parent from accomplishing work, the parent must immediately take the infant to a sitting room until the infant calms down and is quieter. If the infant does not calm down within 30 minutes while in the sitting room, the parent must remove the infant from the office for the remainder of that day.
- The parent shall choose two Alternate Care Providers who will care for the infant if the parent needs to attend a meeting, work with a customer, go to the restroom, or another situation in which the parent is unable to effectively care for the infant for a short time (up to 1 hour). Each care provider will have previously signed an Alternate Care Provider Agreement form.
- If the parent is going to be unable to care for their child at work for a period exceeding 1 hour, the parent shall make arrangements for the infant's care outside the office premises. An Alternate Care Provider in the workplace shall not be permitted to care for an infant for a period exceeding 1 hour a day.
- Designated Alternate Care Providers should not be direct supervisors of or directly managed by a participating parent.
- Other Employees (Non-Alternate Care Providers) – The infant may be in another employee's workspace for brief intervals if requested by the other employee and approved by the parent. Consideration must be taken to ensure that the environment is safe for the infant at all times and that other employees are not disturbed. Parents may not ask employees who are not Alternate Care Providers to care for their infant at any time.
- A sick infant should not be brought to work. If the infant becomes sick during the day, the infant must be taken home by the parent.
- HSH is not liable for injury to the infant.