



## Condor Corporation Benefits Overview (Florida)

### Sick/Medical Pay

- Full-time employees are eligible for Paid Sick/Medical time at time of employment.
- Sick/Medical time accrues at the rate of four (4) hours paid time off per month, for a total of six (6) days per year.
- Sick/Medical time may be used as earned and will accumulate monthly until used; however, it cannot be used before time is earned.
- Time is to be used for the following:
  - o Illness (so employees don't come to work sick and affect others)
  - o Care of a household member who is ill
  - o To attend medical and dental appointments for employee and employee's household members
  - o Bereavement
  - o FMLA leave days
- Sick/Medical time off is not a PTO arrangement and cannot be used for non-sick/medical related issues without prior approval by management.
- Sick/Medical pay may not be carried over annually without prior approval by management.
- Sick/Medical pay is forfeited upon termination, whether voluntary or involuntary.

### Vacation Pay

- Full-time employees are eligible for paid vacation days after one year of full-time employment.
- Full-time employees earn ten (10) days of vacation after one year.
- Only five (5) days paid vacation may be taken during every six (6) month period, unless otherwise approved by Management for extenuating circumstances.
- Vacation time off must be requested in advance and approved by Manager to be paid.
- Vacation pay may not be carried over annually without prior approval by management.
- Vacation pay is forfeited upon termination, whether voluntary or involuntary.

### Holiday Pay

- All employees are eligible for holiday pay after 90 days of employment
- The following holidays are paid days off:
  - o New Year's Day
  - o Memorial Day
  - o Independence Day
  - o Labor Day
  - o Thanksgiving Day
  - o Christmas Day
- Full-time employees are paid for a full day on an eligible holiday. Part-time employees are paid for the hours they would normally be scheduled for on that day.

- If any employee is needed to work on a holiday or any portion of the holiday for business or emergency reasons, a substitute day/time off will be granted.
- Holiday pay is forfeited upon termination, whether voluntary or involuntary.
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- Holiday pay is forfeited upon termination, whether voluntary or involuntary.

## **Health Insurance**

- Health insurance is provided through our Professional Employment Organization (PEO), Decision HR.
- An employee who consistently works more than 32 hours per week is eligible for Health Care Insurance after 90 days of employment.
- An application and waiver to decline, as well as current rates and full plan information will be provided via email from Decision HR approximately three weeks prior to eligibility.
- If coverage is declined upon eligibility, employees will be eligible again during the open enrollment period (currently October for January 1 effective date)
- Employees are also eligible (if originally waived coverage) upon a qualifying life event (e.g., another insurance plan ends, ages out of parent's plan, etc.)
- Employees must accept or decline coverage upon eligibility date.
- Currently, employees can choose between three Florida Blue plans, with correlating premium costs and levels of care (see plan documents).
- Condor pays a set amount of the employee's premium (currently \$350). Employee is responsible for payment for the remainder, and fully responsible for any other member on the plan (e.g. spouse, child, etc.).
- Employees' total amount due is split equally between pay periods and taken out of their paycheck on a pre-tax basis.
- Optional insurance plans including dental, vision, life, disability, pet, etc. are also offered but are all employee paid with no Condor contribution.
- Upon termination, Health Insurance will be offered on a COBRA basis per regulations.

## **401K**

- All employees, aged 21 years or older, are eligible for the 401K plan after 6 months/500 hours of employment
- Prior to eligibility, employees will receive information on the 401K directly from Empower and will be automatically enrolled at 4% contribution unless the plan is declined or the % lowered.
- Eligible employees will need to opt out if not interested in the plan by the specified date provided.
- 401 K contribution is based on a percentage of taxable earnings salary (e.g., rent credit is not included) and may be contributed on a pre- or after-tax basis, at employee's option.
- Employees can also choose to increase or lower any contribution initially, or any time after setting up an online account.
- Condor will match employees' contribution up to 4% of eligible compensation.
- Employees may roll any other 401K into Condor plan if they are convertible
- Employee manages their 401K directly with Diversified Wealth Management and Empower – Condor is not involved, nor do we give advice on investments or help with managing plans.
- Details of employees' 401 K plans, loans against, early termination, etc. are facilitated through Empower.