



## Condor Corporation Benefits Overview (Minnesota)

### **Paid Time Off**

- Condor Corporation follows all MN state laws regarding Earned Sick and Safe Time (ESST), Paid Leave, and Work Breaks. Please see separate documents for these programs.

### **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.

### **Health Insurance**

- An employee who consistently works more than 36 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 approximately three weeks prior to eligibility.
- If coverage is declined upon eligibility, employees will be eligible again during the open enrollment period (currently February for March 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 Health Partner’s plans with correlating premium costs and levels of care (see plan documents):
  - o Open access with HSA– more choices for care options without doctor referral
  - o Achieve with HSA – less choices for care options, but large Health Partners local network
  - o Copay Option with no HSA
- Condor pays for half of the employee’s premium, employee is responsible for payment for the other half, 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.
- Delta Dental (single and family) is also offered, but all employee paid with no Condor contribution.
- Upon termination, Health Insurance will be offered on a COBRA basis per regulations.

## **HSA**

- Full-time employees who elect to take the company provided Health Care HSA insurance plans are eligible for an HSA (Health Savings Account).
- HSA funds can be used for medical related expenses (as dictated by law and subject to change).
- Employees may choose to contribute a specific dollar amount (see limits below) per paycheck on a pre-tax basis to their HSA.
- Condor will make a monthly contribution to your HSA as well -
  - o \$25 per pay period for individual plans
  - o \$50 per pay period for family plans
- Employees do not need to contribute or set up an account but do need to set up an account for Condor to contribute.
- There is a limit on the dollar amount that can be contributed annually to an HSA. The limit changes annually as dictated by government. 2026 limits:
  - o \$4,400 per single
  - o \$8,750 per family
  - o Additional \$1000 if over 55

## **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- of 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.