



Effective Date: September 2020

This applies to all Kizano employees hired after the effective date.

Kizano Benefit Plan

Service Contract Labor Standards

This benefit plan applies to all Kizano employees whose position is subject to the Service Contract Act (SCA) or the Service Contract Labor Standards. The employee's offer letter will state if this benefit plan is applicable.

Federal Holidays

- All Kizano employees subject to this plan receive pay for all federally recognized holidays. We adhere to the schedule published by OPM for federal employees.
- Fulltime employees receive full pay (8 hours). Part-time employees receive a pro-rata share based on their normal work schedule.

Paid Time Off (PTO)

Annual Hours Earned	Years of Service
2 weeks/ Commensurate with average hours worked	Part-time employees
80 hours	Full-time employees with less than 10 years of service
120 hours	Full-time employees with 10 or more years of service

Sick Leave (In accordance with E.O. 13706)

Sick leave is paid in addition to PTO and is accrued at the rate of 1 hour of paid sick leave for every 30 hours worked on

Healthcare

Permanent employees who work a minimum of 30 hours per week are eligible for the following healthcare benefits provided under contract with Anthem BlueCross BlueShield:

- Group health insurance (employee and covered dependents)
- Group dental insurance (employee and covered dependents)
- Group vision insurance (employee and covered dependents)
- Group life insurance (employee only)
- Disability Insurance. (employee only, subject to a 90-day waiting period)

Kizano pays 70% of the total group insurance premium and the employee pays 30%. Kizano pays 100% of the cost of disability insurance. Employees are eligible the first day of the month following the first day of work, except for disability which is 90

days.

Upon the eligibility date, the employee has 30 days to enroll in the healthcare plan or they must wait until open enrollment or during a life event.

Retirement

Permanent employees who are at least 18 years of age and are scheduled to work at least 1,000 hours during the year are eligible for Kizano's 401(k) retirement plan after 1 month of employment. Employees who elect to participate may contribute up to the maximum amount allowed per law. Kizano will match the employee's contribution: 100% match for the first 3% of salary and 50% match above 3% up to a maximum of 5%.

Tuition Reimbursement

See details at the employee portal at <http://www.kizano.com/employee-policies-and-forms/>