



Effective Date: September 2020

Kizano Benefit Plan

This plan applies to all Kizano employees except those whose positions are covered by the Service Contract Act of the Service Contract Labor Standards

Federal Holidays

- All Kizano employees receive pay for all federally recognized holidays. We adhere to the schedule published by OPM for federal employees.
- Full-time 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
40 hours	Part-time employees who work at least 20 hours per week
80 hours	Full-time employees with less than 4 years of service
120 hours	Full-time employees with 4 to 10 years of service
160 hours	Full-time employees with 10 or more years of service

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/>