

DIETITIANS **ON DEMAND**

Employee Benefits Summary

Paid Sick Leave (PST)

In lieu of traditional Paid Time Off (PTO), our policy provides Paid Sick Time (PST). This ensures that you are compensated during periods of illness while maintaining transparency about our leave offering. All employees are eligible for Paid Sick Time. PST can be used for scheduled and unscheduled absences from work. These absences include in the event of an employee's own illness or injury, a family member's illness, or injury, and in other situations.

Employees can use their paid sick leave to care for family members. A family member is the employee's:

- Child
- Parent
- Grandparent
- Spouse or domestic partner
- Sibling

How it works:

All employees who work 30 or more days per calendar year are eligible for Paid Sick Time under the following guidelines:

- PST accrues at the rate of one hour per every 30 hours worked, up to a maximum of 40 hours, paid at the employee's regular rate of pay. Accrual shall begin on the first day of employment.
- For employees working in states with more generous state or local paid sick time regulations, please see your state handbook addendum or ask your authorized HR representative for additional information.
- An employee may use accrued PST beginning on the 30th day of employment.
- Employees may carry over unused, accrued PST for use into the following calendar year if the total PST hours used in any calendar year does not exceed 40 hours.
- A maximum of 40 PST hours may be used per calendar year.
- We reserve the right to ask for a doctor's release after three consecutive days of absence and/or to safely return to essential duties of the job with or without restrictions.
- Documentation of absences after three consecutive days is required if sick leave is submitted on the last week of the assignment. If sick leave is taken and no documentation is provided, your assignment may be marked as completed and no wages will be paid.
- Travel reimbursement will be paid for up to two sick days during a 12-week assignment for employees that signed a Travel Employment Offer.
- For partial day absences, PST can be used in increments of one hour.
- The maximum PST allowed "per day" is eight hours.
- PST will not be considered as hours worked for overtime calculation purposes.

Guidelines for reporting Paid Sick Time:

- Employees must make a good faith effort to give advance notice to their Regional Account manager and site supervisor. If sick time is unforeseeable, employees must notify their Regional Account manager and/or site supervisor as soon as possible.
- Employees must enter sick time on their timecard. If an employee takes more sick time than accrued,

they will NOT be paid for those hours in excess over 40 hours for the year.

- Sick leave will not be paid retroactively. Sick leave errors will only be accepted if reported to us within 5 days of the most recent reporting period.

Please refer to the Employee Handbook for a comprehensive overview of our sick time policy. The Employee Handbook contains additional guidelines associated with this benefit.

ZayZoon

We've partnered with ZayZoon to give you instant access to your wages ahead of payday. You can take a portion of your paycheck, whenever you want. Find relief from payday loans, overdraft fees, and late bill payments.

How does it work?

1. Sign-up at <https://zayzoon.app/dominion>
2. See how much money you can take early. Up to \$200/day based on what you earn.
3. Choose where you want your money sent. Never pay more than \$5 per transfer.
4. The funds you took will automatically come off your next paycheck and be paid back to ZayZoon.

Health Plan

New for 2024, employees that sign an employment offer for a position of over 30 hours per week will be offered benefits. Benefits will become effective the first day of the month following the start date.

For example, an employee signs an employment offer for 40 hours per week and starts the job on March 15. Benefits become effective on April 1.

If the start date is the first day of the month, benefits become effective on that day. Enrollment is open for 30 days from your start date. If you do not enroll within 30 days, you will be ineligible to enroll unless you have a qualifying life event.

To maintain benefits, employees must maintain an average of 30 hours per week. If average hours fall below 30 hours per week, the employee will fall out of compliance and the offer of benefits will be withdrawn.

Employees are eligible to enroll in COBRA. COBRA gives workers who lose their health benefits the right to choose to continue group health benefits provided by our group health plan for limited periods of time. Qualified individuals are required to pay the entire premium for coverage. If you qualify for COBRA, please contact Dietitians On Demand.

FAQ

What are the rates for health benefits?

Dietitians On Demand contributes 65% of the total cost of the available medical plans for an employee. We also contribute 65% of the cost of a child or children. We do not contribute to the cost of the spouse.

There are 3 medical plans to select from and below is the per paycheck amount for Employee Only category:

Anthem 4000/7350: \$80.00

Anthem 2500/6500: \$100.00

Anthem 1500/5250: \$115.00

Full pricing can be found here: <https://dietitiansondemand.com/employee-benefits-summary>

What other health benefits do you offer?

In addition to medical benefits, we offer a vision and dental plan through Anthem. All plans can be selected autonomously, but they have the same qualification criteria and rules.

Dietitians On Demand does NOT contribute to the cost of vision or dental plans. Dental and vision plans are available for spouse and dependents.

What if my assignment ends and I have benefits?

If an assignment ends, coverage remains active through the end of the month. COBRA enrollment is an option and once terminated in Dominion Payroll information regarding COBRA will be made available.

If there is a signed employment offer for another full-time assignment by the end of the month, then your coverage will continue without interruption.

Example:

- Assignment ends February 12
- Employment offer for another full-time assignment is signed on February 28
- Start Date of new assignment is March 17
- No interruption in coverage

Example:

- Assignment ends February 12
- No employment offer is signed by the end of the month.
- Benefits end on February 28

What if my assignment ends and I have another assignment but there is a break before I start?

An employment offer must be signed before the end of the month of your current assignment.

If there is a break in assignment and there is a signed employment offer, Dietitians On Demand will pay an employee's benefit contribution until the payroll resumes. All funds in arrears will be collected with the first payroll following your return.

What if my assignment ends and I want to take a couple of months off?

Dietitians On Demand cannot continue to pay for your benefits while you are not generating payroll and have no assignment. Rules can be complex, and we recommend that you speak with an authorized HR representative if you are using our benefits and want to take an extended time off.

Generally, if you have not generated any hours for at least 13 weeks before returning to work, we must treat you as a new hire for ACA compliance and you would be subject to re-qualifying for benefits.

If you return to work within 13 weeks (and have worked for us longer than 13 weeks previously), you will be treated as a re-hire, and you can re-enroll with benefits effective the day you start your next assignment.

We recommend that you speak with an authorized HR representative before making any decisions so we can review the scenario with our advisor.

What if I decline or don't enroll in benefits and I change my mind later?

If an employee is offered coverage, and does not enroll, they cannot enroll after 30 days from their eligibility date unless there is a qualifying life event, such as the birth of a child or loss of benefits through a spouse. You must let us know within 30 days of the qualifying event or else the enrollment eligibility will lapse.

If you have maintained eligibility there is the opportunity to enroll during our annual open enrollment period between November – December.

What if I waived benefits because I was on my parent's plan and I am now not eligible because I have aged out of their plan?

If you are eligible for benefits from us, and you waived benefits because of a parental plan, you will be able to enroll at any time after you reach age 26 because that is considered a qualifying life event. Please notify an authorized HR on your birthdate if you were invited to enroll but declined due to your age and having benefits under your parent.

When do deductions from my paycheck start?

Deductions start with the first paycheck following your enrollment. If your assignment ends, deductions end with your last paycheck.

Can I add a spouse or dependent(s) to my plan?

Yes, you can add your spouse to the plan, however Dietitians On Demand does not cover the additional cost of adding a spouse.

Where can I find my insurance cards?

An enrollment card will be mailed to your home address. You can also quickly access your ID card on your phone by using the Sydney Health mobile app or logging in at [anthem.com](https://www.anthem.com). Your digital ID card works the same as a paper one. You also can download your ID card for quicker access.

401K Contribution

Employees who work 12 continuous months and reach at least 1000 hours will be eligible to contribute to the Company's 401k plan with:

- Employer matching 100% for first 3% of contribution.
- Employer matching 50% for the next 2% contribution.
- Employees can contribute more than 5% but those contributions will not be matched by Dietitians On Demand.
- Employees can contribute if they are being paid through Dietitians On Demand.
- If there is a lapse of work, the employee can again contribute to the plan after starting another assignment. There is no loss of eligibility unless the employee withdraws their funds from the plan.

Entry into the plan is January 1 and July 1 of each year once eligibility is determined. Dietitians On Demand will notify the employee when they are eligible and provide instructions and logins for our third party administer, Future Benefits of America. Employees can choose their contribution amount and fund allocations and they may be changed at any time.

If you would like to speak with an Investment Advisor, we partner with an advisor and can provide you with their contact information.