Cornerstone Behavioral Healthcare
PM.7 Employee Benefits

Definitions:
Full-Time Hourly/Salaried: an employee who works at least 30 hours per week
Part-Time Hourly/Salaried: an employee who works less than 30 hours per week
Per Diem: an employee who is compensated on an output work arrangement

BENEFIT ELIGIBILITY BY EMPLOYEE STATUS

Regular Full-Time and Part-Time Employees (W-2): These employees will receive the following benefits:

- Earned Time (ET) and Holidays as defined in the Comprehensive Leave Policy (CLP)
- Group Health Insurance and Dental Plans **(Full-time only)**
- Voluntary Insurance Coverage, **as insurance allows**
- Retirement Plan
- Required Benefits
- Annual Cost of Living Raise if issued

Per Diem Employees: These employees will receive the following benefits:

- ET
- Retirement Plan
- Voluntary Insurance Coverage, as insurance allows
- Productivity Bonus
- Required Benefits
- Annual Cost of Living Raise if issued

EARNED TIME (ET)

Comprehensive Leave Policy (CLP):

- Cornerstone Behavioral Healthcare (CBH) provides a comprehensive package of ET benefits, which includes an integrated policy covering extended time off, and personal days in a Comprehensive Leave Policy. Other types of leave, such as extended medical leave or family leave, are administered separately under applicable laws, rules and regulations.
- The CLP is designed to provide employees with time off from work for a variety of reasons. When an employee qualifies for any of the leaves described below, and with prior approval, they may take their ET to the extent that such benefits have been accrued and are unused.
- CBH has a tiered CLP for both professional and hourly employees. New employees are hired at Tier I and move to Tier II after two years of employment.

Full-Time Hourly Staff Accrual:

The total ET for hourly employees in Tier I shall be a total of ten (10) days per year, while the total for employees in Tier II shall be nineteen (19) days per year. This will be prorated for hourly employees working less than eight (8) hours per day. ET is accrued throughout the year, starting January 1st, based on all paid time excluding overtime and bonuses, and is calculated each pay period through the end of the same year. Accrued but unused ET is paid out in full when an employee separates from employment, for any reason except misconduct. For purposes of this section, misconduct shall be defined as any action which directly violates CBH policies and threaten (or have the potential for threatening) workplace safety, operational

integrity, or team morale. After an employee has been employed for two (2) years, their ET will be increased to the Tier II rate.

Salaried/Full-Time Management Staff Accrual:
The total ET for salaried and full-time Management employees in Tier I will be fifteen (15) days, while for Tier II employees the total will be twenty-six (26) days per year. ET is accrued throughout the year, starting January 1st, based on all paid time excluding overtime and bonuses, and is calculated each pay period through the end of the same year. ET is paid out when employment is terminated for any reason except misconduct. After an employee has been employed for two (2) years, their ET will be increased to the Tier II rate.

Part-Time Staff/Per Diem:
Part-time employees and per diem employees are eligible for ET at the rate of one (1) hour accrued for every forty (40) hours worked. Carryover of accrued time from one year to the next is permitted.

ET Program Rules and Requirements:

- CBH provides ET for all employees. ET is essential to the employee's health, morale, and overall contribution to the Company. Therefore, employees are encouraged to use as much of their accumulated ET as possible each year.
- Accrual of ET will be based on the employee's level of benefit, length of time employed by CBH, and status as exempt or non-exempt.
- For all CBH employees, the first 40 hours of their accrued ET benefit will be subject to applicable provisions of the Maine Earned Paid Leave (EPL) law. EPL is intended to be used to cover time off for a planned (foreseeable) absence, i.e., a personal commitment, scheduled doctor's appointment, parent-teacher conference, attendance at a family event, etc. EPL can also be used to cover an unforeseen absence, i.e., time off that results from an illness, sudden necessity, accident, personal emergency, etc.
- When used, EPL can be taken and will be recorded, in increments of one (1) hour. EPL must be specifically designated as such when taken. Time off which is authorized and is not specifically designated as EPL will be treated as ET and subject to CBH's standard notice and request procedures. All ET accruals will be calculated from the employee's date of hire. Use of ET (including the portion designated for use as EPL) will not begin until 120 days from date of hire.
- When EPL is taken in connection with an unforeseen absence (i.e., an illness, sudden necessity, accident, personal emergency, etc.), the employee must provide notice of the need for that time off by contacting their supervisor as soon as possible under the circumstances.
- With the exception of EPL taken in connection with an unforeseen absence, requests for ET must be submitted in writing at least two (2) weeks in advance, to the employee's immediate supervisor. An ET-planning calendar will be provided, and requests for ET will be considered in the order they are received. CBH will accept employee requests for ET which are made with less than 2 weeks' advance notice but reserves the right to deny such requests for lack of timeliness.

- Approval and timing of ET will be determined by the immediate supervisor, taking into consideration the best interest of CBH, the particular needs of the clients, and the desire of the employee.
- Part-time staff may use any portion of their accrued ET, up to regular scheduled hours in any given week.
- If an employee is absent due to accident or illness, or due to caring for a relative affected by accident or illness, for a period exceeding five (5) workdays, a healthcare provider's statement or appropriate documentation is required. Such statement must provide a reasonable estimate of when the employee will be able to return to work. Employees must still notify their supervisor or designee, as described in PM.10.D Work Schedule, daily during this period.
- If a pattern of excessive, unapproved absences occurs, management reserves the right to request written verification validating the absences and/or proceed with disciplinary action per PM.18 Disciplinary Action.
- In determining whether the employee's position can remain vacant for the expected length of absence, the Supervisor, in consultation with the CEO, shall attempt reasonable accommodation to the employee's needs. They will consider the possibility of temporary or fill-in coverage for the position, but will also consider the ongoing staffing needs of CBH, its responsibilities to its clients and funding sources, and the importance of having the position filled to meet those responsibilities.
- Subject to the provisions of Maine's Paid Family Medical Leave law (PFML) and the federal Family and Medical Leave Act (FMLA), if an employee is not expected to return to work, as verified by a healthcare provider's statement, because of incapacity due to illness, accident, or other medical cause, their employment will be terminated immediately.

Earned Time Payback Option for Employees:

CBH may provide the ability for employees to sell back some of their accrued earned time to the company up to a limit of eighty (80) hours. Buyback notification requests may be submitted during a single window of opportunity, specifically October 1st through October 15th during any year. Notification requests outside of that window of time cannot be honored regardless of personal circumstances. A stipulation of this policy is that the employee must retain a minimum of forty (40) hours of ET. Furthermore, payout will be conditioned on the employee meeting their productivity requirements. If productivity is not 100%, then payout will be based upon the percentage of productivity met during the year. Payouts will be conditioned on CBH's financial capacity to meet all notification requests. If payouts will not be financially feasible, the company reserves the right not to issue any disbursements for buybacks of accrued time for that year. Otherwise, cash payouts will be made in early November. The mechanism for submitting a notification request will be a check box on the Request for ET Form which must first be signed by the supervisor. The cash payout will be processed through payroll as gross wages and is subjected to income and payroll tax withholding.

OTHER LEAVE (NOT TREATED AS EARNED TIME OR AS PAID FAMILY MEDICAL LEAVE)

Leave Without Pay Other Than Health-Related Leave (PM 8):

- If an employee's ET has been exhausted, the CEO or designee will consider, on a case-by-case basis, upon request by an employee, to grant the employee an unpaid leave of absence. If granted, CBH

cannot guarantee that the employee's position, or an equivalent position, will remain open for them.

- Leave without pay, when requested and approved in advance, is an authorized absence from duty.
- Employees on leave without pay shall not accrue ET or any other benefits. Employees are eligible for this type of leave only after they have completed six (6) months of continuous employment with CBH, or at the sole discretion of the CEO or designee.
- Unless otherwise authorized in writing by the CEO, leave without pay will be automatically canceled and employment terminated if the employee begins work elsewhere. Employment will automatically be terminated if the employee does not return to work on the first normal workday following the last day of the authorized leave, unless a written request for an extension has been approved in writing by the supervisor and the CEO at least five (5) days prior to the expiration date.

Educational Leave:

Regular full-time licensed staff may apply for educational leave as follows:

- Educational leave must be relevant to the position and authorized in advance.
- Leave may be granted at the discretion of the CEO to meet the employee's licensing requirements. Tuition, books, travel, meals, and living expenses associated with such training and educational activities are the responsibility of the employee.
- Whenever possible and appropriate, the employee will first avail themselves of classes and seminars sponsored and promoted by CBH. Educational leave will not be granted for attendance at "outside" programs if CBH offers similar or equivalent programs.

OTHER EMPLOYEE BENEFITS

Holidays:

Full and Part-time employees will be paid holiday pay for eight (8) federally observed holidays if they are scheduled to work on that day. CBH offices will be closed for seven of the eight holidays. If a holiday lands on Saturday, CBH will be closed Friday. If the holiday lands on a Sunday, CBH will be closed Monday. Working in the office or out in the field on any paid holiday that the office is closed is prohibited, unless authorized by the CEO or authorized designee. The following is a list of CBH paid holidays:

1. New Year's Day - Closed
2. Memorial Day - Closed
3. Independence Day - Closed
4. Labor Day - Closed
5. Indigenous Peoples Day - Closed
6. Thanksgiving Day - Closed
7. Christmas Day -Closed
8. Floating Holiday*

*Must be one of the following:

- Martin Luther King Day (January)
- Presidents Day (February)
- Juneteenth National Independence Day (June)

- Veterans Day (November)

The office will remain open, and there must be appropriate coverage per department. If a holiday is not used, then hours will be forfeited.

Insurances:

Medical:

CBH offers an HMO and a PPO option and will pay 75% of the HMO premium for the employee only. If the employee chooses the PPO option, the company-paid portion will be capped at the 75% employee only HMO premium. Any amounts exceeding the 75% cap will be deducted from the employee on a pre-tax basis through payroll processing. Employees are eligible for health insurance beginning thirty (30) days after employment. Enrollment will be effective the 1st of the next available enrollment month. See health plan documents regarding additional restrictions on enrollment. Employees may also elect other available coverage options (such as employee plus spouse, employee plus child(ren), or family coverage). In those cases, the employee is responsible for paying any premium amount that exceeds CBH's employer contribution through pre-tax payroll deductions.

Dental:

Dental insurance for full-time employees is also available as a CBH-paid benefit. Family dental plan options are available with the additional premium being the responsibility of the employee through payroll deduction on a pre-tax basis.

Voluntary Options:

The employee is responsible for the full monthly premium(s) through payroll deductions for the following:

- Group Short Term Disability Insurance
- Group Long Term Disability Insurance
- Group Life Insurance
- AFLAC benefits *(open to all employees)*

Retirement Plan:

CBH offers a voluntary pre-tax salary reduction plan whereby all W-2 employees are eligible after six months of employment. Participation would begin on the first of the next available enrollment month. The current plan is a 401(k) that will auto-enroll employees at 3% employee contribution. The employee contribution automatically increases by 1% annually until 10% employee contribution is reached. Employees may opt out of the plan or amend the contribution amount online. Please see HR for instructions.

- The employee can make changes to their account online, provided changes comply with 401(k) rules and regulations.
- The employer also contributes, based on employee contribution. Please see HR for details.
- Should a participant leave CBH, they should consult plan documents for distribution rules. Plan documents are available online, or from HR upon request.
- Further details about the plan may be obtained from the Financial Advisor. Contact HR for the current contact information.

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Required Benefits:
CBH provides all W-2 employees with coverage under Workers Compensation, Unemployment Insurance, and withholdings per the Federal Insurance Contributions Act.

Annual Cost of Living Raise:
Depending on the company's financial performance, in January of each year, CBH may issue a Cost-of-Living raise to each employee.

Frank Willard _____ 10/05/2026 _____

CEO Date