

PART SIX - BENEFITS

Evolve Cares

[Link to the Evolve Cares Form In Google Drive](#)

The Evolve Cares Fund is at the heart of Evolve Life Centers' culture in action. It provides need-based grants to employees facing financial hardship after an eligible event. The Fund relies primarily on voluntary donations from employees like you. To support your fellow team members, the company will match donations up to \$20,000 per year and will maintain transparency by sharing the total balance of the account.

Evolve is committed to empowering you and your colleagues by providing meaningful relief when it's most needed, fostering a strong sense of community. As an employee, you are our greatest asset, and when a crisis or tragedy strikes, we care compassionately.

Program Eligibility To be eligible for an Evolve Cares Fund grant, you must be actively employed with Evolve Life Centers and experiencing both an **eligible event** and **financial hardship**.

PTO Grants: If you're facing an eligible event and have already used all your PTO, you may be granted up to 120 hours of PTO paid from the Evolve Cares Fund in one calendar year, provided your financial hardship prevents you from working.

How to Apply for Assistance: To apply, complete the Evolve Cares Fund Relief Application and submit it to HR. HR will review the application for completeness and appropriateness before forwarding it to the Leadership Team. The Senior Leadership Team will then review the application and make a final decision.

How to Donate: To donate, complete the deduction form and submit it to HR. HR will process the deduction through payroll and keep a copy of the authorization form in your personnel file.

CEU Benefits for Certified or Licensed Employees

At Evolve, we're committed to supporting your growth, education, and professional development. If your position requires you to complete Continuing Education Units (CEUs) to maintain a job-related certification or license, you may be eligible for CEU support. This benefit is primarily for full-time employees, though part-time team members may be considered for prorated benefits on a case-by-case basis.

It is your responsibility to be aware of your board's continuing education and renewal requirements, and to track your personal CEU and renewal deadlines. Our goal is to support you in planning ahead and giving yourself enough time to complete your CEUs during each renewal period.

Our Commitment to You...

1. Evolve will reimburse you up to \$250.00 per calendar year for your CEU or licensure/certification renewal costs. To receive reimbursement, you must provide your supervisor with documentation of the cost of renewal or CEU registration, along with the completion certificate for the courses you're seeking reimbursement for.
2. If you separate from Evolve Life Centers within six months of receiving reimbursement, any amount reimbursed will be deducted from your final paycheck.

Paid CEU Days:

3. Evolve Life Centers will also provide you with a paid (8) hour day the first payroll of each quarter to participate in CEU training. To request this day (or a half day), you must submit the request at least 14 days in advance in Paylocity and ask your supervisor for approval.
 - CPRS will only receive (4) hours of CEU PTO each quarter
 - Employees regularly scheduled to work four 10 hour shifts each week, will receive (10) hours
 - If an employee registers for a CEU that is 3 hours or less may only use a half day of CEU time (either 4 or 5 hours)
 - If an employee registers for a CEU course that is 4 hours or more, they may use a whole day of CEU time (either 8 or 10 hours)
4. CEU days are approved on a first-come, first-served basis and must be scheduled with your supervisor, preferably not overlapping with other clinicians' CEU days in your department. Your supervisor reserves the right to ask you to choose a different day if it creates a scheduling conflict.
 - Before a supervisor approves CEU time off, the employee must provide proof of registration to the supervisor which includes exact dates and time of the course.
5. An approved amount of CEU time will not count toward overtime hours or pay for that pay period.
6. If you do not use an approved CEU day during a quarter, you cannot carry it over to the next quarter. You will not receive more than one CEU day per quarter. If you fail to plan ahead and use your approved day, it will be your responsibility to find time outside of your work schedule to complete your CEUs.
7. **Documentation & Verification:** CEU certificates of completion are required for all CEU PTO requests. Certificates must be emailed to the employee's supervisor and HR for verification and record-keeping in your personnel file. Documentation submission after using CEU PTO is required regardless of whether the specific block of CEU cost is being reimbursed by the organization.

8. Failure to submit required documentation within 7 days of the date the CEU may result in:

- CEU PTO being converted to standard PTO
- Denial of future CEU PTO requests.
- In some cases the employee may be allowed more time to provide the certificate depending on the CEU vendor.

Each year the quarterly periods are defined as:

Q1 - January 1st - March 31

Q2 - April 1st - June 30th

Q3 - July 1st - September 30th

Q4 - October 1st - December 31st

Health/Dental/Vision Insurances

As a **full-time** employee, you are eligible to apply for medical benefits through Evolve Life Centers' insurance plans after 60 days of employment. Evolve will cover a portion of your medical insurance plan cost, and the remaining amount will be deducted from your paycheck. If you choose to add family members to your plan, you will be responsible for 100% of their costs. Evolve offers Health, Dental, and Vision insurance plans. ***For more details on the plans available to you, refer to the [Employee Benefits Guide](#) or reach out to HR if you need more information.***

Employee Resources



Plan	Phone Number and Website/Email
Benefits Hilb Group	1-877-716-6618 memberadvocacy@hilbgroup.com
Medical Thatch	support@thatch.com
Health Savings Account Paylocity	1-888-631-3539 (Mon - Fri, 7 am - 6 pm CT) batinfo@paylocity.com
Dental Humana	1-844-324-6918 www.humana.com/dental
Vision Humana	1-866-597-0895 www.humana.com/vision
Voluntary Benefits Mass Mutual Aflac	Laura Roettger 1-904-687-8724 laura.roettger@mwepartnership.com
401(k) Capital Group	1-800-421-4225 www.capitalgroup.com
UBS	1-410-576-3222 (for investment-specific inquiries) kevin.wesner@ubs.com

Notice of Premium Remainder Deduction

If you have elected to participate in a medical insurance plan, payroll deductions toward your total monthly premium will occur weekly from each paycheck. However, Evolve pays the full monthly premium for your elected benefits on the first of each month.

If you separate from employment with Evolve, you will maintain your medical insurance coverage until the last day of the month in which you separate. Since Evolve has already paid the full monthly premium for that month, the difference between the amount you have already paid through deductions and the full premium cost (from the date of your last deduction to the end of the month) will be deducted from your final paycheck.

Health Savings Account (HSA)

Evolve offers a Health Savings Account (HSA) through Paylocity for employees enrolled in a qualified high-deductible health plan (HDHP). An HSA allows you to set aside pre-tax funds to pay for eligible medical, dental, and vision expenses for yourself, your spouse, and your dependents. Funds in your HSA grow tax-free, and withdrawals for qualified medical expenses are also tax-free.

You can choose to have contributions deducted directly from your paycheck and deposited into your HSA, making it easy to save for healthcare expenses.

401(k) Plan

As a full-time employee, you are eligible to participate in the Evolve Life Centers 401(k) retirement plan after 90 days of employment. After completing one full year of continuous employment, Evolve will match your 401(k) contributions dollar for dollar, up to 6% of your eligible compensation. Employer matching contributions are added on a weekly basis. Employer contributions are subject to a vesting schedule, meaning your ownership of these funds increases over time based on your length of service with the company. More information regarding our [401\(k\)](#) can be found in Drive, including the [Enrollment Form](#).

Wellhub Wellness Benefit

Evolve supports your overall well-being by offering full-time employees access to Wellhub, a flexible, all-in-one wellness platform with gyms, fitness studios, classes, and wellness apps. After 90 days of employment, you can enroll and enjoy the Starter+ Tier free for your first 90 days—after that, it's just a \$10/month payroll deduction. To maintain access, you must attend at least two in-person sessions monthly. Additional features, like family add-ons or membership upgrades, are available at your own cost. Please see the [Corporate Wellness Enrollment Form](#) for more information on this benefit.

Holidays

Evolve Life Centers offers the 6 following paid holidays each year to all **full-time** team members who have been employed for a minimum of 90 days:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

If a holiday falls on a Saturday, it will be observed on the previous Friday. If it falls on a Sunday, it will be observed on the following Monday. For **non-exempt** employees, you must work your regular workday before and after the holiday to receive holiday pay, unless your supervisor approves otherwise.

****If the holiday falls on your regular day off, check with your supervisor to see how it will affect you.****

Floating Holidays

At Evolve Life Centers, we value and encourage diversity within our organization. We recognize that our team members come from various cultural and religious backgrounds and may observe holidays not listed in our standard holiday schedule. Accordingly, in addition to our 6 standard holidays, we provide each full-time team member with **2 floating holidays** per calendar year to be used at your discretion with 2 weeks notice and your supervisor's approval. Floating holidays must be used within

the calendar year and cannot be carried over to the next year. These floating holidays can be used for any holiday or occasion you choose, giving you the flexibility to celebrate what matters most to you.

Holiday Pay

Full-Time Non-Exempt Employees

If you work on a designated holiday, you are entitled to holiday pay at 1.5 times your hourly pay rate for each hour worked on the holiday.

If you are a full-time non-exempt employee and are off on an observed holiday, you will be paid based on your regularly scheduled shift. For example, if you are regularly scheduled to work 8 hours, you will be paid for 8 hours; if you are regularly scheduled to work 10 hours, you will be paid for 10 hours.

Part-Time Non-Exempt Employees

If you work on a designated holiday, you are entitled to your regular pay rate for each hour worked on the holiday.

Full-Time Exempt Employees

As an exempt employee, you are not eligible for holiday pay. For the holiday, you are classified as: SALARY 32/HOLIDAY 8, which totals the customary 40-hour workweek.

Paid Time Off (PTO)

All **full-time** employees begin accruing Paid Time Off (PTO) starting with their first paycheck. However, you are not eligible to use PTO during the first 90 days of your employment. During your first year, you will accrue a total of 120 hours of PTO: 80 hours of Vacation Time and 40 hours of Sick Time. If you resign from your position at Evolve, you are not permitted to use any accrued PTO during the resignation period (from the time you submit your resignation to your separation date).

Vacation Time

As a **full-time** employee, you will accrue 80 hours of vacation during your first year. After that, each year, up until your 5th year, your vacation hours will increase by 8 hours more than the previous year. Starting on your 10th anniversary of employment, you will earn 3.08 hours of vacation each week, which equals 4 weeks (160 hours) per year.

You need to get approval from your supervisor before scheduling vacation. Evolve requires at least 2 weeks' notice for vacation requests. Requests may be denied if there are business needs, and no more than 80 consecutive hours of vacation will be approved. If a holiday falls during your vacation, you will get additional paid time off for the holiday.

You can carry over up to 80 hours of unused vacation into the next year. However, if you leave the company, you will lose any unused vacation time and will not be paid for it.

Vacation for Exempt Employees

Full-time, exempt employees can request unpaid time off with approval from their supervisor. If approved, your pay will be adjusted based on the hours you actually work, and you will only be paid for

those hours.

Full-time employee vacation accrual schedule:

Service Period	Weekly Vacation Accrual
Start of Employment	1.54 Hours
First Year Anniversary	1.69 Hours
Second Year Anniversary	1.85 Hours
Third Year Anniversary	2 Hours
Fourth Year Anniversary	2.15 Hours
Fifth Year Anniversary	2.31 Hours
Sixth Year Anniversary	2.46 Hours
Seventh Year Anniversary	2.62 Hours
Eighth Year Anniversary	2.77 Hours
Ninth Year Anniversary	2.92 Hours
Tenth Year Anniversary	3.08 Hours

Annual totals are rounded to the nearest whole day.

Sick Time

As a **full-time** employee, you will start earning sick time with your first paycheck, but you cannot use it for the first 90 days of employment. You will earn 40 hours of sick time per year, and each year, your accrual rate will increase by 4 more hours. However, you can never have more than 40 hours of sick time at any time. Once you reach 40 hours, sick time will no longer accrue until some is used.

Sick time can only be used for illness or medical appointments, like visits to doctors or dentists. Evolve also lets you use up to 2 full sick days each year as "mental health days." If you plan to use sick time for a mental health day, it's best to notify your supervisor the day before. However, we understand that sometimes you may need to take a mental health day without advance notice, and you won't be penalized for that.

If you need to use sick time for a scheduled doctor's visit, you must get approval from your supervisor in advance. The company may also ask for proof of illness for any absence, no matter how long it lasts. Unused sick time will not be paid out when you leave the company, and you cannot use sick time during scheduled vacations.

Full-time employee accrue sick time accrual schedule:

Service Period	Weekly Sick Time Accrual
Start of Employment	.77 Hours
First Year Anniversary	.85 Hours
Second Year Anniversary	.92 Hours
Third Year Anniversary	1 Hour
Fourth Year Anniversary	1.08 Hours
Fifth Year Anniversary	1.15 Hours

PTO Usage and Pay Period Limitations

You are not permitted to use any form of Paid Time Off (PTO) in a way that causes your total hours worked in a pay period to exceed 40 hours. If you use PTO in a pay period and your total hours exceed 40, the PTO hours that caused the excess will be returned to your PTO balance for future use.

Please ensure that your total hours worked, plus any PTO used, does not exceed the 40-hour limit for each pay period.

Bereavement Leave

The Bereavement Leave Policy provides guidelines for offering PTO to employees for absences related to the death of immediate family members, fellow employees, or retirees of Evolve. As a **full-time** employee you are eligible for benefits under this policy.

If you need to take time off due to the death of an immediate family member, you should notify your supervisor as soon as possible. If you leave work early on the day you are notified of the death, that day will not count as bereavement leave. In addition to bereavement leave, you may use any available vacation time for additional time off as necessary, with approval from your supervisor.

Bereavement pay is based on your base pay rate at the time of the absence and will not include incentives, commissions, bonuses, overtime, or shift differentials.

You will be granted paid bereavement leave according to the following schedule:

- You are allowed up to 4 consecutive days off with regular pay in the event of the death of your spouse, domestic partner, child, stepchild, parent, stepparent, father-in-law, mother, mother-in-law, son-in-law, daughter-in-law, brother, sister, stepbrother, stepsister, or an adult who stood in loco parentis to you during childhood.
- You are allowed 1 day off with regular pay in the event of the death of your brother-in-law, sister-in-law, aunt, uncle, grandparent, grandchild, or spouse's grandparent.
- You are allowed up to 4 hours of bereavement leave to attend the funeral of a fellow regular employee or retiree of the company, provided it does not interfere with normal operations of the company.

Maternity Leave

Evolve does not offer paid time off for pregnancy and childbirth. As a **full-time** employee, you may be eligible to use your vacation and/or sick time instead. You must submit a written request for approval to your supervisor. ****If you're interested in additional coverage, we encourage you to explore the Aflac short-term disability coverage we offer.****

Family and Medical Leave (FMLA)

In accordance with the Family and Medical Leave Act of 1993 (FMLA), Evolve provides up to 12 or 26 weeks of unpaid, job-protected leave in a 12-month period in certain circumstances. **To qualify for FMLA leave, you must have worked for Evolve for at least 12 months and have worked at least 1,560 hours in the last 12 months.**

You are eligible for 12 work weeks of leave in a 12-month period for:

- The birth of your child and to care for the newborn child within one year of birth
- The placement of a child with you for adoption or foster care and to care for the newly placed child within one year of placement
- To care for your spouse, child, or parent who has a serious health condition
- A serious health condition that makes you unable to perform the essential functions of your job

You are eligible for 26 work weeks of leave during a 12-month period to care for a covered servicemember with a serious injury or illness if you are the servicemember's spouse, son, daughter, parent, or next of kin (military caregiver leave).

Paid Leave Utilization During FMLA Leave

FMLA leave is unpaid; however, you may choose to use available PTO during FMLA leave as permitted by law.

Maintaining Health Insurance Coverage During Leave

Your health insurance coverage will be maintained by Evolve during your leave on the same basis as if you were still working. You must continue to make timely payments of your share of the premiums. Failure to pay premiums within 30 days of when they are due may result in a lapse of coverage. Evolve may pay your share of the premiums during your leave and recover the costs of this insurance upon your return to work. Coverage that lapses due to nonpayment of premiums will be reinstated immediately upon your return to work without a waiting period. Under most circumstances, if you do not return to work at the end of your leave, Evolve may require reimbursement for the health insurance premiums paid during your leave.

Failure to Return

If you fail to return to work or fail to make a request for an extension of leave before the leave expires, you will be deemed to have voluntarily terminated your employment. Evolve is not required to grant requests for open-ended leaves with no reasonable return date under these policies or as disability accommodations.

Alternative Employment

While on leave, you may not work or be gainfully employed, either for yourself or others, unless you have been granted permission by Evolve. If you are on leave and are found to be working elsewhere without permission, you will be subject to disciplinary action, up to and including termination.

Abuse of Leave

If you are found to have provided a false reason for your leave, you will be subject to disciplinary action, up to and including termination.

COBRA

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) allows you and your qualified beneficiaries to temporarily continue health insurance coverage under Evolve's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events include resignation, termination of employment, a reduction in your hours or a leave of absence, your divorce or legal separation, and/or a dependent child no longer meeting eligibility requirements. If you're eligible under COBRA, you or your beneficiary will be required to pay the full cost of coverage at the company's group rates, plus an administration fee.

Under COBRA, you may qualify to keep your group health plan benefits for a set period of time, depending on the reason for losing the health coverage. The following represents some basic information on periods of continuation coverage:

Qualifying Events	Beneficiary	Coverage
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1. Termination 2. Reduced hours	Employee Spouse Dependent Child	18 months
3. Employee entitled to Medicare 4. Divorce or legal separation 5. Death of a covered employee	Spouse Dependent Child	36 months
6. Loss of "dependent child" status	Dependent Child	36 months

Jury Duty

Evolve Life Centers encourages you to fulfill your civic duties related to jury duty. If you are summoned for jury duty, notify your supervisor as soon as possible to make scheduling arrangements.

- Exempt Employees: Your pay will not be reduced for a partial week's absence due to jury duty.
- Non-Exempt Employees: You will not be compensated for time spent on jury duty. You may opt to use PTO in place of unpaid leave.

The Company reserves the right to require you to provide proof of jury duty service.

Voting Leave

If your work schedule prevents you from voting on Election Day, Evolve will allow you reasonable time off to vote. The specific time for you to go vote will be at the discretion of your supervisor. The time will be paid if it occurs during your scheduled work hours.

Court Attendance Leave

Evolve Life Centers understands that, on occasion, you may be subpoenaed to testify as a witness in court. In such cases, you will be provided unpaid leave to attend. Notify your supervisor as soon as possible to make scheduling arrangements. You may choose to use PTO in place of unpaid leave. The Company will not retaliate against you for requesting or taking leave in accordance with this policy.