

**ROSS PROFESSIONALS SERVICES, LLC (RPS)
EMPLOYER-PROVIDED BENEFITS**

As a District of Columbia employer, below are some new and revised benefits provided to you as a District of Columbia employee. Some benefits are employer-paid and some are non-employer paid. *RPS reserves the right to amend this Policy at any time, for any reason.* Please review and contact our office if you have any questions.

Affordable Care Act (ACA) Medical Insurance Benefits:

As a voluntary benefit, RPS provides Affordable Care Act (ACA) medical coverage. RPS offers 100% coverage of individual medical, dental, vision, short-term disability and life insurance to employees that selected that option during their employment offer. Employees are allowed to revise options for medical insurance benefits during open-enrollment. The open-enrollment period for medical insurance benefits is: October – November (annually) for effective medical coverage: January thru December. If interested, send a request for medical benefits application to: info@rpservices.net

Accrued Sick and Safe Leave Act (ASSLA):

RPS provides each employee with *one hour of paid leave for every 87 hours worked, up to and including 5 days per calendar year.* Such paid leave under the Act must be available for (1) absences resulting from the employee's physical or mental illness, injury, or medical condition; (2) absences resulting from the employee obtaining professional medical diagnosis or care; (3) absences to care for a qualifying family member who has any of the conditions or needs for diagnosis described above; and (4) absences directly related to obtaining social or legal services (e.g., medical care, psychological counseling, relocation, or legal action) if the employee or a qualifying family member is a victim of stalking, domestic violence, or sexual abuse. An employee may access leave accrued under the Act beginning on the ninetieth day of employment with the employer. Any leave accrued under the Act unused at the end of a 12-month period carries over to the following period. An employee may not use in one 12-month period more than the maximum number of hours accrued in a year. ASSLA hours unused at termination or resignation of the employee is not paid out to the employee. Available ASSLA hours are accessible via your ADP Run (payroll) system. *Accrued Sick and Safe Leave Act only applies to W2 employees that "do not" receive PTO "paid time off" under the current RPS PTO policy.*

Family and Medical Leave Act (FMLA):

RPS is not mandated based on criteria. However, when able RPS allows unpaid medical leave of up to 16 weeks and unpaid family leave of up to 16 weeks in a 24-month period to employees who meet the eligibility requirements for their own or their family member's serious medical condition. Conditions include, but not limited to: the birth or adoption of a child; for the serious health condition of the employee or a spouse, parent, or child of the employee; or for a qualifying exigency arising out of the fact that a spouse, child, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in the support of a contingency operation. A "serious health condition" includes inpatient hospitalization and subsequent treatment therefore as well as continuing treatment by a health care provider, including for pregnancy. To be eligible for FMLA leave, the employee must have worked 12 months or longer, performed at least 1250 hours of service for the employer in the 12

months prior to the date of leave. If the employee's need for leave is foreseeable, the employee must provide his or her employer with 30 days notice before taking leave. When the need for leave is unforeseeable, the employee is required to provide notice as soon as practicable.

COBRA (nationwide employees):

RPS entitles eligible employees to continuing health coverage at their expense after termination of employment referred to as COBRA (the Consolidated Omnibus Budget Reconciliation Act).

RPS provides "DC mini-COBRA", the Small Group Health Insurance Continuation of Coverage. The DC mini-COBRA permits continuation coverage at the employee's expense for a maximum of three months, which is a much shorter period than under federal COBRA. DC mini-COBRA applies whether employees leave voluntarily or involuntarily. If interested, in DC mini-COBRA send a request to: info@rpservices.net

Federal Government Holidays:

RPS provides paid holiday leave for employees that work 32 hours the week of the federal holiday. Refer to the RPS Employee Policies and Procedures for using your PTO hours during the week of the federal holidays. The 11 federal government holidays are: New Years Day; Martin Luther King Day; Presidents Day; Memorial Day; Juneteenth, Independence Day; Labor Day; Columbus Day; Veterans Day; Thanksgiving Day and Christmas Day. Other *non federal government holiday are allowed, but not paid by RPS*. ADP (timecard system) automatically reports 8 hours of leave on an employee's timecards. Although this may occur, the 32 hours remains a requirement in order to receive 8 hours of paid federal holiday leave for that week.

Parental Leave Act:

RPS provides an employee who is a parent (or aunt, uncle, or grandparent) 24 hours of unpaid leave during any 12-month period in order to attend or participate in school-related events for his or her child. The school-related event must be one in which the employee is directly involved as a participant or subject; involvement as a spectator does not fall under the Act. An employer may deny such leave only if it would "disrupt the employer's business and make the achievement of production or service delivery unusually difficult." The employee is generally expected to provide 10 days advance notice of the need for leave, if possible.