



Benefits, time-off, and more! - External

Health and Benefits offered by Focused Labs

Health Insurance: Blue Cross Blue Shield of Illinois

At Focused Labs we allow employees to change their Health Insurance plans quarterly.

Need help picking a plan? Want to discuss your personal situation with an insurance expert?

If you want to discuss your specific benefits options before choosing a plan, or if you have other insurance questions, you can reach out to our benefits brokers working at ASI Benefits. Just let them know what questions you have and they'll be happy to help out!

Dental Insurance: Principal

Low Plan - this plan has a lower allowance for ortho coverage

High Plan - this plan has a higher allowance for ortho coverage

Vision Insurance: Principal

401K

Managed through Guideline

Match 100% of employee contributions up to the first 3% of salary, then 50% of employee contributions on the next 2% of salary

All matching contributions from Focused Labs vest **immediately**.

Employee Assistance Program

The employee assistance program is available to you, your dependents and all household members of your family. You can contact experienced clinicians 24/7 by phone, online, live chat, email and text. The EAP can guide you through getting referrals to support groups, in-network counselors and other resources. Some examples of what services an EAP can help with include:

- Stress or anxiety.
- Life improvement and goal setting.
- Depression, grief, loss & emotional well-being.
- Family, marital and other relationship issues.
- Addictions such as alcohol and drug abuse.
- Identity theft and fraud resolution.
- Online will preparation.

Voluntary Benefits

Additional Life insurance

If you are interested in adding to your life benefits you can increase the coverage up to an additional \$300,000. Anything under \$100,000 is guarantee issue (no physical, blood test, health questions). Adding \$100,001 - \$300,000 will need a quick health form to be filled out.

You can also add life coverage for a spouse (50% of what you request), and children (flat \$10,000 per child).

Accident Coverage

Kind of like Aflac but without the pyramid scheme or the duck.

Broken arm, a trip to the emergency room, solo stove burn, etc. All the above will end up with a medical bill. If you elect this plan, you will get paid directly if an accident happens.

You will also get \$50 just for getting a physical as a wellness benefit!! Good to consider for everyone and especially those that elect one of the HSA eligible plans.

Critical Illness

Similar to the accident coverage but for larger issues like a heart attack, cancer, or a stroke. Pays directly to you to help cover any medical cost, rent, travel, or anything you choose. Choose the amount of coverage you would like (\$5k, \$10k, \$15k) per claim.

Legal Shield

Have your lease reviewed, contest your real estate taxes, get out of a speeding ticket. Many more options to take advantage of with a local attorney that you can have on your side. All costs will be payroll deducted to save you a bit more.

PetPartners - Pet Insurance

Our furry friends get some love here too (cats and dogs)!

You can elect to insure your pets through Petpartners. You'll just add some quick information about the age and breed of your pet to get started.

You can keep your current vet (no need to switch) and send your bills to PetPartners to get reimbursed.

Parental Leave Policies

Focused Labs parental leave is offered to both new Birthing and Non-birthing parents equally. All parents are offered 12 weeks of full pay to be used within 1 year of the birth or adoption of a child.

If you are a Focused Labs Employee and planning on taking parental (maternity OR paternity) leave, you will need to reach out to HR **no later than 3 months** before the expected birth of your child(ren). **If you are a Birthing employee, you should also expect to fill out short term disability paperwork with HR at this time.**

Transitional Return to Work Policy

Parents returning to work after taking parental leave will be offered the opportunity to return to work at a reduced capacity schedule.

A transitional schedule will be defined as four consecutive weeks immediately following a return from parental leave. Employees are only eligible for one transitional return to work period per parental leave. Please work with HR to determine whether or not you qualify.

The transitional return to work schedule will be as follows:

- 20 hours per week for the first week
- 32 hours per week for the following three weeks

Vacation and Time Off

Time Off Policies and Holidays

Days Off

Every employee at Focused Labs receives the standard PTO allowance outlined below. See info about PTO accrual below.

Time off Type: PTO Days, Number of Days: 21

Time off Type: Sick Days, Number of Days: 5

Time off Type: Holidays, Number of Days: 10

Time off Type: Bereavement, See below

Time off Type: Jury Duty, See Below

Vacation accrual

- Accrued and pro-rated based on start date - 21 days a year or 168 hours. You accrue 7 hours per pay period.
- You can use time before it is accrued or "borrow" time which will show as a negative balance in Rippling.
- You can roll over up to ten days per year (80 hours) but be aware the maximum you can have accrued at any time is 168 hours.
- Vacation time needs to be requested in Rippling and approved by your manager
 - Once approved in Rippling, vacation time will be automatically logged in Metric on the day it is taken.

Q: Will my unused vacation days carry over to the following year?

A: Yes, unused **vacation** days can be carried over into the following year. Be aware, you can only carry over 80 hours or 2 weeks.

Q: If I leave the company, will I be compensated for unused days?

A: Yes. You will receive a payment compensating you for any unused vacation days. Sick days and holidays will not be reimbursed. If you have accrued a negative balance, you will be deducted from your final paycheck for those days.

Sick Time Off / Bereavement

- You will receive 5 sick days per calendar year accrued on January 1st or your start date. Unlike vacation days, sick days do not roll over.
- If additional time beyond 5 sick days is needed please work with your manager and/or HR on how best to take and log additional days before taking time off.
- Sick time can be used for doctors visits for you and/or when taking a family member to a doctors appointment.

- If you feel sick and could be contagious but are able to work, please do not come into the office.
- If you need to take time off for bereavement, work with your manager on the appropriate time to take time off. Bereavement time is separate than sick time and should be logged in Rippling as “bereavement.”
 - Our overall policy on Bereavement is to do what’s right so it is important that you work with your manager for your specific situation.

Holiday Time Off

The days below are considered company holidays

Holiday Dates:

- New Years Day: Mon, Jan 2, 2023
- Martin Luther King, Jr. Day: Mon, Jan 16, 2023
- President's Day: Mon, Feb 20, 2023
- Memorial Day: Mon, May 29, 2023
- Juneteenth: Mon, June 19, 2023
- Independence Day: Tue, July 4, 2023
- Labor Day: Mon, Sept. 4, 2023
- Thanksgiving: Thur, Nov. 23, 2023
- Day after Thanksgiving: Fri, Nov. 24, 2023
- Christmas Day: Mon, Dec. 25, 2023

Charitable Matching

At Focused Labs we are proud to support the charities that our employees support. Focused Labs will match your donations to any registered 5013c companies. Donations must be at least \$50 in order to match in our matching platform.

Home Office Supply Budget

\$ 1,000 one time allowance to be used toward home office equipment

You can use these funds to purchase monitors, office chairs, keyboards and other supplies needed for your home office setup.

**Note that this benefit is in lieu of any home equipment provided to you by Focused Labs as long as the equipment provided is still in working order.*

Please submit expenses for reimbursement through Xero.

If you have any home equipment that is hindering your productivity or affecting your wellness (e.g. an old computer chair hurting your back) you should let HR know immediately. If your stipend has been spent, we will work with you on a solution for new equipment.

This benefit stipulates that if you leave Focused Labs within 1 year of using your home office supply budget you will be asked to either (a) return the equipment or (b) reimburse Focused Labs for the full amount of your home office supplies.

You can also visit **#wfh-lifestyle** on Slack to get more advice!

Annual Wellness Reimbursement

\$250 annual wellness allowance

To be used toward gym reimbursement and other wellness expenses (eg headspace account, calm app, home gym equipment).

You're welcome to reach out to HR or email help@focusedlabs.io for ideas or confirmation on how to use this allowance.

Please submit expenses for reimbursement through Xero.

Total Compensation Report Overview

Your Total Compensation Report shows you the total cost of the salary & benefits you receive from Focused Labs. If you've received your Total Compensation Report from 2022 and are curious how the numbers match up, here's some information on how to review!

Pay

This is your total gross pay for 2022. If you check your last paystub of 2022 in Rippling, you will see that your total gross pay for the year matches the sum of the numbers shown here. Further guidance on Base Salary and Other Cash Benefits are provided below

Base Salary (prorated):

This is your base salary prorated based on your hire date. If you look at your stub this is the summation of Salary, Holiday Hours, PTO hours and Life Insurance (Imputed) under the "Earnings" category

Other Cash Benefits (bonus / referrals):

This box shows any bonuses or referral bonuses that you were **paid out on** in 2022. It should match the line item for Bonus under the "Earnings" Category

Why does this not match box 1 of my W2? If you take gross pay and subtract employee deductions for your 401k, HSA and medical plans (aka pre tax benefits) the numbers will match. Do not subtract any life insurance plans you may have as they are post tax benefits

Why does this not match box 3 of my W2? If you take gross pay and subtract employee medical deductions only (not 401k like we did above) the numbers will match

My gross pay is more than my annual salary, how is that possible? Reminder that if you were at Focused Labs in 2021 we moved from 26 to 24 pay periods and you received 3 checks in January which means the TCR will not match 1:1 with your annual salary in all cases.

Insurance and Retirement Benefits

This section shows the portion of your premium that Focused Labs covers for the cost of your insurance and retirement benefits. If you look at your final paystub of 2022, you can match these numbers to the “YTD CO. CONTRIBUTION” column.

Social Security / Medicare: Focused Labs matches what you pay to earn your Social Security and Medicare credits.

Life Insurance: This is the amount Focused Labs contributes on your behalf for basic voluntary life insurance.

Long & Short Term Disability: these two numbers are combined on this report. You can add together the two separate lines on your paystub to get the total cost combined.