

EMPLOYEE BENEFITS SUMMARY 2023-2024

Summit Digital Solutions, Inc.

Effective Period: January 1, 2023 - December 31, 2024

1. INTRODUCTION

This Employee Benefits Summary ("Summary") outlines the benefits available to eligible employees of Summit Digital Solutions, Inc. ("Company") for the 2023-2024 benefit period. This document serves as a high-level overview and does not constitute the complete terms of any benefit plan. All benefits are subject to the terms, conditions, and limitations of the applicable plan documents.

2. ELIGIBILITY

1. Full-time employees working 30+ hours per week are eligible for all benefits outlined herein.
2. Benefits coverage begins on the first day of the month following date of hire.
3. Part-time employees (20-29 hours/week) are eligible for select benefits as noted.

3. HEALTH INSURANCE

1. Medical Coverage

- Provider: Blue Cross Blue Shield
- Three plan options: Peak PPO, Summit HSA, Essential HMO
- Company covers 80% of premium for employee coverage
- Family coverage available with 65% employer contribution
- Annual deductibles: \$500-\$3,000 depending on plan selection

2. Dental Coverage

- Provider: Delta Dental
- Two plan options: Comprehensive and Basic
- Company covers 75% of premium for employee coverage
- Annual maximum benefit: \$2,000 per person

3. Vision Coverage

- Provider: VSP

- Single plan option with comprehensive coverage
- Company covers 80% of premium for employee coverage
- Annual eye exam and \$150 frame allowance

4. RETIREMENT BENEFITS

1. 401(k) Plan

- Automatic enrollment at 3% contribution
- Company match: 100% of first 4% contributed
- Immediate vesting of employee contributions
- 3-year graded vesting for employer match
- Annual IRS contribution limits apply

2. Employee Stock Purchase Plan (ESPP)

- Semi-annual purchase periods
- 15% discount on fair market value
- Maximum annual contribution: \$25,000
- 6-month holding period required

5. PAID TIME OFF AND LEAVE

1. Vacation Time

- 0-2 years: 15 days annually
- 3-5 years: 20 days annually
- 6+ years: 25 days annually
- Maximum carryover: 5 days per year

2. Sick Leave

- 10 days annually
- No carryover permitted
- May be used for personal or family illness

3. Parental Leave

- 16 weeks paid maternity leave

- 8 weeks paid paternity/adoption leave
- Runs concurrent with FMLA where applicable

6. ADDITIONAL BENEFITS

1. Life and Disability Insurance

- Company-paid basic life insurance: 2x annual salary
- Optional supplemental life insurance available
- Short-term disability: 60% of salary for up to 12 weeks
- Long-term disability: 66.67% of salary after 90 days

2. Professional Development

- Annual learning stipend: \$5,000
- Conference attendance allowance: \$2,500
- Professional certification reimbursement
- Technical training programs

3. Wellness Benefits

- Annual wellness incentive: \$500
- Gym membership reimbursement: \$50/month
- Mental health resources and EAP
- Quarterly wellness challenges

7. FLEXIBLE SPENDING ACCOUNTS

1. Healthcare FSA

- Annual maximum contribution: \$3,050
- Grace period: 2.5 months
- Eligible medical, dental, and vision expenses

2. Dependent Care FSA

- Annual maximum contribution: \$5,000
- Eligible childcare and elder care expenses
- No carryover permitted

8. LEGAL DISCLAIMERS

1. This Summary provides an overview of benefits and does not create any contractual rights or obligations.
2. The Company reserves the right to modify, amend, or terminate any benefit program at any time.
3. In case of discrepancy between this Summary and official plan documents, plan documents will govern.

9. CONTACT INFORMATION

Benefits Department

Summit Digital Solutions, Inc.

Email: benefits@summitdigital.com

Phone: (555) 123-4567

Last Updated: December 15, 2023

Document ID: SDS-BEN-2023-001