



TECHNICAL RECRUITMENT | PROJECT SERVICES | BUSINESS RESULTS

## Notice of Immediate Benefit Eligibility / Benefit Plan Adjustments: TotalTalent (AbbVie)

Our client, TotalTalent, has arranged a modification to Sterling's benefit package to all contract employees placed with their company for the following benefits:

### 1. Immediate Eligibility to Health insurance and supplemental coverages

*PLEASE NOTE: If you enroll in the Health Insurance program, coverage and payroll deductions begin immediately or will be deducted retroactively from your eligibility date), if you choose to enroll more than 1 week after your actual start date. Your insurance benefits will be effective as of your eligibility date (start date), regardless of the date your elections are submitted. Please also keep in mind that your initial payroll benefit deductions may need to account for any missed deductions from prior pay period. We encourage you to submit your enrollment as early as possible to avoid this. Payroll deductions will not be taken if you waive health insurance coverage.*

*Please review your options and costs carefully. Once the enrollment period has ended, your choices will be final until the next enrollment period or until you have a qualifying life event.*

*If we do not receive a response from you by the benefit enrollment deadline, it will be assumed that you have waived all benefit coverages for the plan year. Your next opportunity to elect insurance benefits will be during the annual Open Enrollment period.*

### 2. Paid Time Off

- An employee will accrue paid time off on a pro-rata basis of 1 hour every 26 hours up to 80 hours of paid time off per year.
- After 5 years of continued employment, an employee will accrue paid time off on a pro-rata basis of 1 hour every 17.33 hours up to 120 hours of paid time off per year.

### 3. Paid Holiday Schedule: after meeting Sterling's initial 160-hour straight time eligibility period

- New Year's Day
- Memorial Day
- The Fourth of July
- Labor Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day

Please reach out to your Recruiter or Human Resources at [HR@sterling-engineering.com](mailto:HR@sterling-engineering.com) with any questions.