



Employee Benefits Plan Summary Regular, Full Time Employees

Benefit Title	Benefit Description								
Accrued Paid Leave	<p>Our Accrued Paid Leave plan combines vacation and sick leave together for regular, full-time and part time employees. Employees begin accruing paid leave from the first day of employment. Regular part-time employees earn a proportional amount.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Years of TSI Service</th> <th style="text-align: center;">Biweekly Vacation Accrual</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1 through 4</td> <td style="text-align: center;">3.076 hrs</td> </tr> <tr> <td style="text-align: center;">5 through 10</td> <td style="text-align: center;">4.615 hrs</td> </tr> <tr> <td style="text-align: center;">11 plus years</td> <td style="text-align: center;">6.150 hrs</td> </tr> </tbody> </table> <p>Note: Employees that have transitioned from a contract assumed by Total Solutions will receive credit for their service on the transitioned contract.</p>	Years of TSI Service	Biweekly Vacation Accrual	1 through 4	3.076 hrs	5 through 10	4.615 hrs	11 plus years	6.150 hrs
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Bonus Paid Days	Bonus Paid Days (BPD) are additional paid leave days that will be accrued at 1.538 hrs per pay period. Part-time employees earn a proportionate amount.								
Paid holidays	Regular full-time employees are paid on the ten (10) government holidays. The paid holidays are New Year's Day, Martin Luther King, Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. Regular part-time employees receive a prorated amount of holiday pay based on the number of hours worked the week prior to the holiday.								
401K	Total Solutions, Inc. matches contributions (50% of employee contributions up to a max of 4% of the employee's salary) to a 401(k) plan with Standard Investments. 100% vesting immediately.								
Accidental Death and Dismemberment	Regular full time employees are provided \$50,000 Accidental Death and Dismemberment at no cost to the employee. Additional voluntary Accidental Death and Dismemberment Insurance may be purchased by each Regular, FT employee.								
Life Insurance	Regular full time employees are provided \$50,000 basic life insurance at no cost to the employee. Additional voluntary Life Insurance may be purchased by each Regular, FT employee.								
Short-Term Disability	Total Solutions provides short-term disability coverage for regular full-time employees. Weekly benefit is 60% of the eligible employee's basic weekly earnings up to the weekly plan maximum as defined in the summary plan document. This benefit is provided at no cost to the employee.								
Long-Term Disability	Total Solutions provides long-term disability coverage for regular full-time employees up to 60% of the employee's gross monthly salary and up to the monthly plan maximum as defined in the summary plan document. This benefit is provided at no cost to the employee.								
Medical Insurance	Medical insurance is available for all regular, full-time employees through Blue Cross Blue Shield of Alabama. Total Solutions, Inc. pays the majority of the premium for the employee only coverage and a significant portion of the family coverage premium.								

Dental Insurance	Dental insurance is available for all regular, full-time employees through United Concordia to ensure employees, and their dependents have access to a network dental provider nearby. In addition to a greater network of providers, our plan waives the deductible for diagnostic & preventative services (exams, cleanings, x-rays and sealants) while providing more comprehensive coverage in and out of network. The cost of individual and family dental insurance is shared between the employer and employee.
Vision Insurance	Total Solutions offers all Regular, Full Time employees elective vision insurance through Ameritas Group. Ameritas Group offers cost-effective premiums, reduced out-of pocket expenses, a national network of 29,000 vision care providers (both private practice and retail) and a member website with convenient online contact lens ordering. Your new employee packet will include an Ameritas Group vision benefit summary and enrollment application.
Supplemental Insurance Coverage	Supplemental insurance coverage is available to all regular, full-time employees through Allstate. Allstate coverage is available at the employees' expense. Supplemental life is also offered through Lincoln. Both are deducted pre-tax.
Cafeteria Plan	Under the Total Solutions Cafeteria Plan, employees pay for their medical, dental and vision insurance on a pre-tax basis. Per IRS guidelines employees may only change their elections annually during open enrollment or because of a qualifying event. Please contact the HR department for a full list of qualifying events.
Jury Duty	Full-time employees will be excused from work to perform jury duty and witness service. While serving jury duty, employees will receive regular straight-time pay for up to two weeks (ten working days) per occurrence. As allowed by the state's laws, any amount paid to the employee for their service is deducted from the paid amount.
Administrative Leave	Up to 24 hours of administrative leave is available per 12 month rolling period for emergency facility closings for regular full-time employees. This amount will be prorated for regular part-time employees. Administrative Leave must be approved by the Total Solutions President. Employees subject to SCA requirements are not eligible for Administrative Leave.
Bereavement Leave	Up to 24 hours of bereavement leave is available per 12 month rolling period in the event of the death of an employee's immediate family member (parent, grandparent, spouse, sibling, and children). This amount will be prorated for regular part-time employees.
Flexible Spending Account	Total Solutions, Inc. offers a FSA through Wageworks for all full time employees.