



COURAGEOUS SAILING

Courageous Summary of Benefits for Full Time Employees

Employees, defined as full-time, non-seasonal employees working more than 35 hours per week at Courageous Sailing Center, are eligible for following:

1. Simple-IRA

After 90 days of employment, employees have the option of diverting a portion of their pre-tax compensation to an individual retirement account and receiving a 3% match from Courageous. Courageous' accounts are managed by Fidelity Simple IRA. Courageous Sailing matches each employee's yearly contributions up to and including 3% of gross salary. As of 2022, employees who are under 50 can opt to contribute up to \$14,000 annually into a Simple IRA. If an employee is over 50, they can make an additional \$3,000 catch-up contribution.

2. Health Insurance

Employees are eligible for health benefits provided by Harvard Pilgrim Healthcare on the first date of employment. If coverage is elected, it is also effective as of the first date of full-time employment. The available plan for Courageous employees is the HPHC HMO 2000 Flex w/PD. Employees can choose between individual, partner and family coverage. Courageous Sailing pays for 70% of the healthcare insurance cost of the HPHC HMO 2000 Flex w/PD for individual plans and 65% for 2-person and family plans. Please contact your supervisor for current year prices.

- Costs may change as of March 31 of each year.
- Open enrollment runs from March 1 through March 30 each year.
- Other than a qualifying event, this is the only time an employee may make changes to their health care plan.
- A full description of costs, benefits, and co-payments is available upon request.

2.1 Medical Flexible Spending Account:

Employees are eligible to enroll in an FSA program and will have a portion of their salary deducted and placed into a flexible spending account (up to \$3,200). Once the account is established, employees can be reimbursed from the account for eligible expenses such as the medical deductible, deductible or uncovered dental expenses, uncovered vision expenses, and routine drug expenses including OTC medicines, drug plan deductibles, etc. The deducted amount is a reduction to salary and therefore results in a lower taxable income which is an added benefit.



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2.2 Dependent Care Account:

The Dependent Care coverage allows an annual salary deduction of up to \$5,000 that can be used to cover support expenses for dependents including daycare, supplemental education, summer camp, etc. Under this plan the employee would pay these expenses and then request reimbursement from the Plan, up to the amount of the funds deposited in the account.

3. HRA

Employees who elect to use Courageous' health insurance are eligible for our HRA upon enrollment. Courageous will reimburse up to 50% of the latter half of an employee's deductible costs annually for an individual or family plan. All reimbursements will be handled through HRC Total Solutions.

4. Dental Insurance

Employees are eligible for dental insurance provided by Delta Dental on the first date of employment. If elected, Dental coverage is effective on the first date of employment. The available plan is Delta Premier DD PPO + Prem 1. Employees can choose between individual and family coverage. Courageous Sailing pays for 70% of dental care insurance costs for individuals and 65% for families. Please contact your supervisor for current year prices.

- Cost may change as of September 30 of each year.
- Open enrollment runs from September 1 through September 30 each year.
- Other than a qualifying event, this is the only time an employee may make changes to their dental care plan.
- A full description of costs, benefits, and co-payments is available upon request.

5. Long-Term Disability (LTD)

Employees are eligible for Long-term Disability at the start of employment. This plan covers partial and total disability and is paid for by Courageous. The maximum monthly benefit for a qualifying condition after 180 days is 50% of pre-disability earnings to a maximum benefit of \$4,000 per month.



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Courageous Sailing Vacation and Leave Policy for Full-Time Employees

Employees, defined as full-time, non-seasonal employees working more than 35 hours a week at Courageous Sailing Center are eligible to apply for the State Paid Family Medical Leave and to be paid in full for the following holidays, floating holidays, and annual closing at the start of employment. Employees may also utilize Courageous Sailing's PTO policy after 90 days of employment and Courageous' Supplemental PFML after 1 year of employment.

1. Holidays

Full Holidays

Employees automatically receive one workday of pay and the day off for each of the following Full Holidays on their observed days. Full Holidays are not considered as part of the employee's PTO and do not need prior approval.

| | |
|------------------|------------------------|
| Presidents' Day | Day after Thanksgiving |
| Patriot's Day | Martin Luther King Day |
| Thanksgiving Day | Veteran's Day |

Floating Holidays

During the following Floating Holidays, employees may take off as duties permit. If an employee is needed for work on these days, the employee may instead apply one workday of pay to a separate approved date on which they shall not work. Floating Holidays are not considered as part of the employee's PTO but need prior approval if applied to a day different from the actual Holiday date.

| | |
|-------------------------|-----------|
| Memorial Day | Labor Day |
| Juneteenth | July 4 |
| Indigenous Peoples' Day | |

Annual Holiday Closing

Courageous Sailing is closed for the Holiday period, starting on December 24 and re-opening January 2 (December 24th-January 1st, inclusive). Employees will receive one workday of pay for each weekday within this period.

Holidays cannot be carried over or cashed out upon termination of employment.



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2. Paid Time Off Policy (PTO)

Courageous offers an unlimited PTO policy (that includes sick time and vacation time) that allows employees to take time off as they need while keeping up their position's workload. After 90 days of employment, employees may take PTO as they see fit (there is no accruing or carry over) so long as all the following conditions are met:

- Employee has not requested more than two consecutive weeks off (not including holidays or closures). **
- Employee has informed and gotten approval from their supervisor for PTO. Employees must notify their supervisor via email at least 2 weeks in advance of any expected absence (3 days or less) and 4 weeks in advance for any expected extended absences (more than 3 days). Approval is contingent on if supervisor deems employee is meeting expectations regarding the employee's current responsibilities; if supervisor deems employee's role can be reasonably covered by others; and if employee has found coverage if coverage is needed (see below).
- Employee has designated someone/s as coverage (employee's coverage must be approved by their supervisor) while away and proactively communicated to them the responsibilities that will need to be covered. Coverage and their contact info should be indicated in away responders and in Google calendar.
- Once PTO is approved, Employee must put their time away on their Google calendar, log time off via Paylocity, and set away responders (as necessary) before PTO days.

**With enough advance notice and planning, it is possible to allow time off beyond two consecutive weeks, but this will be solely up to the discretion of the supervisor.

If an employee is unable to meet the above expectations, Courageous reserves the right to revoke or refuse the PTO request. If gross abuse of the PTO guidelines is observed, disciplinary action may be taken which could include termination of employment. Supervisors also have the right to request verification of absences (such as a doctor's note) when appropriate. Supervisors will make reasonable efforts to grant PTO requests but not all PTO requests can be approved.

In the case of an unexpected absence:

- Employee must personally call and inform their immediate supervisor before the beginning of their work shift (within the hours of 7am-7pm).



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- Employee must provide a satisfactory reason or explanation for their absence and inform their supervisor of the expected duration of unscheduled absences.
- If an employee is absent from work due to sickness or injury for three (3) consecutive days or more, the employee must provide a doctor's note certifying that they are fit to return to work.
- An employee who is absent from work for two (2) consecutive days without notifying their supervisor or obtaining permission for such absence will be considered a voluntary termination.
- Employee must log absence in Paylocity in a timely manner.

3. Paid Family Medical Leave (PFML)

Courageous pays 100% of this tax contribution. Per Massachusetts state law, employees may take up to 20 weeks of paid Medical Leave in a benefit year due to the employee's own serious health condition that incapacitates the employee from performing the essential functions of the employee's job.

Employees may take paid Family Leave for the following reasons:

- Up to 12 weeks to bond with a child during the first 12 months after the child's birth, adoption, or foster placement.
- Up to 26 weeks to provide care to a family member who is a covered service member.
- Up to 12 weeks because of any qualifying exigency arising out of the fact that a family member is on active duty or has been notified of an impending call or order to active duty in the Armed Forces.
- Up to 12 weeks of paid Family Leave to care for a family member with a serious health condition

Total Leave: Different types of paid leave have different maximum amounts of leave that you can take per benefit year. You can take more than one kind of leave in a benefit year, but the maximum amount of paid leave you can take in a benefit year is 26 weeks. More information about the Massachusetts Paid Family Medical Leave Law (PFMLL) can be found here:

<https://www.mass.gov/info-details/paid-family-and-medical-leave-pfml-overview-and-benefits>

Supplemental PFML Benefit: After 1 year of employment, employees are eligible to receive additional wage replacement benefits under other Courageous policies and benefit programs. In



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such cases, Courageous will pay the remainder of wages not allocated by the PFMLL for up to 12 weeks (dependent on eligibility per the PFMLL) in aggregate per benefit year. In no case may the total payment received by the employee exceed the compensation that the employee would have received if they had been working.