

# 2022 BENEFITS GUIDE



**Laitram<sup>®</sup>**

# Welcome to Your 2022 Laitram Benefits!

*The Laitram benefits program is a major part of your total compensation from the company. Its features and offerings are designed to protect you and your family's health – physical, emotional and financial – so that you can enjoy the greatest benefit of all, which is peace of mind.*

*We encourage you to read this Benefits Guide carefully so that you understand the variety of options that are available to you. Save it in a convenient location in case you need to review plan details or find carrier contact information during the year.*

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## Need Help?

*If you have specific questions about your benefits, please use the contacts listed on the back cover.*

For general benefits information, you can also contact:

**Edie Sclafini** (all employees)  
(504) 570-1205  
[Edie.Sclafini@laitram.com](mailto:Edie.Sclafini@laitram.com)

**Becky Klein** (all employees)  
(985) 348-6326  
[Becky.Klein@laitram.com](mailto:Becky.Klein@laitram.com)

**Hilary Mann** (Baltimore only)  
(667) 232-8397  
[Hilary.Mann@intralox.com](mailto:Hilary.Mann@intralox.com)

## Employee Eligibility

You are eligible for benefits offered through Laitram if you are a full or part time employee. The benefits you are eligible for are dependent on the hours you work per week.

ELIGIBILITY BY GROUP	
<b>CATEGORY 1</b> Employees working 1-20 hours per week	<ol style="list-style-type: none"> <li>1. 401(k) Plan</li> <li>2. Employee Assistance Program (EAP)</li> <li>3. Health &amp; Wellness Center (certain locations)</li> <li>4. Fitness Center (certain locations)</li> <li>5. Referral Bonus Program</li> </ol>
<b>CATEGORY 2</b> Employees working 21-29 hours per week	<ol style="list-style-type: none"> <li>1. Paid holidays on scheduled workdays*</li> <li>2. Paid Time Off ("PTO")</li> <li>3. 401(k) Plan</li> <li>4. Voluntary Vision, Accident, and Critical Illness Insurance</li> <li>5. Bereavement Leave*</li> <li>6. Jury Duty*</li> <li>7. Employee Assistance Program (EAP)</li> <li>8. Health &amp; Wellness Center (certain locations)</li> <li>9. Fitness Center (certain locations)</li> <li>10. Referral Bonus Program</li> </ol>
<b>CATEGORY 3</b> Employees working 30+ hours per week	<ol style="list-style-type: none"> <li>1. Paid holidays on scheduled workdays*</li> <li>2. Paid Time Off ("PTO")</li> <li>3. 401(k) Plan</li> <li>4. Voluntary Vision, Accident, and Critical Illness Insurance</li> <li>5. Maternity &amp; Parental Leave</li> <li>6. Bereavement Leave*</li> <li>7. Jury Duty*</li> <li>8. Medical, Dental, Life/AD&amp;D &amp; Long-Term Care Insurance</li> <li>9. Short-Term &amp; Long-Term Disability Benefits</li> <li>10. Employee Assistance Program (EAP)</li> <li>11. Tuition Reimbursement</li> <li>12. Flexible Spending Accounts</li> <li>13. Health &amp; Wellness Center (certain locations)</li> <li>14. Fitness Center (certain locations)</li> <li>15. Referral Bonus Program</li> </ol>

\* For the number of hours regularly worked on a scheduled workday.

## New Hire Enrollment

**As a new hire, you have 30 days to complete your enrollment using the MyADP online portal or you will not be eligible for coverage (no exceptions).**

Steps for enrolling online are on page 2. See your new hire packet for complete eligibility details and enrollment information.

**Once your benefits become effective, they remain in effect until the next Open Enrollment window that occurs in November. You are only allowed to change coverage within 30 days of a qualifying life event.**

## Enrolling Dependents

You may enroll the following eligible dependents in your coverage:

- Your legal spouse
- Your dependent children or step-children to age 26 as defined by the specific benefit plan
- Your child of any age who is physically or mentally disabled and dependent upon you for care

You must provide documentation verifying eligibility of any dependent that you are adding to coverage for the first time.



***Dependents will NOT be added to your benefits unless appropriate documentation is received during the enrollment window.***

DEPENDENT VERIFICATION	
You need to provide <u>one</u> of the listed documents for each of your covered dependents	
<b>Spouse</b>	<ul style="list-style-type: none"> <li>• Marriage Certificate (State or Religious)</li> </ul>
<b>Child</b>	<ul style="list-style-type: none"> <li>• Birth certificate with name of employee listed</li> <li>• Hospital birth letter listing baby's name, employee's name, and baby's date of birth</li> <li>• Adoption certificate</li> <li>• Court order establishing legal guardianship</li> </ul>

## Qualifying Life Events

Outside of the Open Enrollment period, you can only make changes to your coverage during the year if you experience a change in family status, also referred to as a qualifying life event (QLE). Examples include:

- Employee loses or gains coverage
- Spouse loses or gains coverage
- Spouse's open enrollment
- Loss of eligibility of a covered dependent
- Death of your covered spouse or child
- Birth or adoption of a child
- Marriage or divorce



**Remember:** You have 30 days from a QLE to make changes to your current coverage in the MyADP portal. Supporting documentation is required before the QLE will be approved.

# New Hire Enrollment Instructions

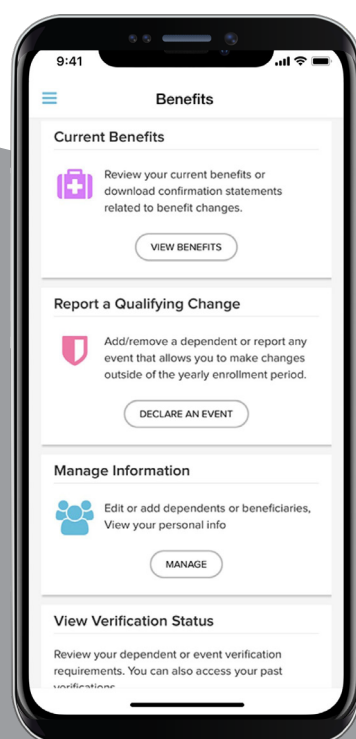
## Enroll Within 30 Days

Don't delay! Newly eligible employees have 30 days from their date of hire to enroll for new hire benefits **AND** submit any supporting documentation using the MyADP online portal.

### Follow these steps to register for MyADP

You will be able to complete your MyADP registration within your first week of employment.

1. Visit <https://my.adp.com> or download the MyADP application for your mobile device.
2. Click **Register Now**
3. Enter your registration code: **Laitram-Register**
4. Click **YES** to indicate that you want to set up an account with Laitram.
5. Provide the requested information to complete your enrollment. Requested information will include your demographic and contact information and security questions.



*Download the MyADP mobile application to have your payroll and benefits at your fingertips!*

### Follow these steps to enroll for benefits in MyADP:

1. Log on to <https://my.adp.com> (follow the steps to the left if you have not registered yet)
2. Click on the **Benefits** tab.
3. Select the **New Hire** event at the top left of your benefits dashboard. **You have 30 days from your date of hire to enroll for new hire benefits and submit required supporting documentation or you will not be eligible for coverage (no exceptions).**
4. Add ALL of your dependents (eligible spouse and children) even if you do not intend to enroll them in medical or dental coverage. Laitram provides dependent life coverage on your behalf, but your dependents must be listed in MyADP to be enrolled in this free benefit. Social Security Number (if available) and Date of Birth are required for all dependents. **Documentation must be submitted within 30 days of your hire date for dependent coverage to be approved.**
5. Review each benefit and make your elections. Detailed information about each benefit is available at the top of the benefit election area.
6. Click **Complete Enrollment** to review a summary of your elections. You may click "change" next to any benefit to go back and make further changes.  
**NOTE: This is your summary/review screen ONLY. You have not yet completed your enrollment!**
7. You must click **Confirm Enrollment** to complete your enrollment.
8. You will receive a success message with a confirmation number. Record this confirmation number.  
**If you do not receive a confirmation number, your enrollment has not processed, and you WILL NOT HAVE COVERAGE.**
9. Print and/or digitally save a copy of your Confirmation Statement for your records.

### WHEN ARE MY BENEFITS EFFECTIVE?

1st Day of Employment	<ul style="list-style-type: none"><li>• Employee Assistance Program</li><li>• Paid Time Off (PTO)</li><li>• Bereavement Leave</li><li>• Paid Holidays</li><li>• Tuition Reimbursement</li></ul>	<ul style="list-style-type: none"><li>• Paid Jury Duty</li><li>• Fitness Center</li><li>• Health Centers – Early access for \$20/visit (payroll deducted)</li></ul>
61st Day of Employment	<ul style="list-style-type: none"><li>• Medical &amp; Dental Insurance</li><li>• Basic and Voluntary Life/Accidental Death &amp; Dismemberment Insurance (AD&amp;D)</li><li>• Basic Long Term Care Insurance</li></ul>	<ul style="list-style-type: none"><li>• Short Term Disability</li><li>• Maternity &amp; Parental Leave</li><li>• Health Centers – Free for Medical Plan Participants; \$20/visit for Non-participants</li></ul>
1st of the Month following 61 days of Employment	<ul style="list-style-type: none"><li>• Voluntary Vision, Accident &amp; Critical Illness Insurance</li></ul>	
1st of the Month following 3 months of Employment	<ul style="list-style-type: none"><li>• Laitram Employees' Incentive Savings Plan – 401(k)</li></ul>	

Laitram offers you two medical plan options through Highmark BlueCross BlueShield: the Basic Option and the Enhanced Option.

See below for a summary of the options and be sure to compare their coverage details using the chart on page 4.

- Both options cover preventive care services like annual screenings and immunizations at 100% in-network.
- The cost for non-preventive services is shared between you and the plan in the form of coinsurance after the plan's deductible has been met.
- Prescriptions are not subject to the plan's deductible. You pay a flat copay amount depending on the drug tier as shown at the bottom of the chart on the next page.

## HOW OUR MEDICAL BENEFITS WORK



Both options come with a company-funded Health Reimbursement Account (HRA). Laitram funds \$800 Single coverage, \$1,200 Employee Plus One coverage and \$1,600 Family coverage on January 1. These amounts are prorated monthly after January.

You pay nothing for **in-network preventive care** for you and your family.

\$0



The **Laitram and Intralox Health & Wellness Centers** are **FREE** for medical plan members (ages 3 (Baltimore) 6 (Harahan) and up) and are also available to employee non-members (employee only) for \$20/visit.

You use your HRA funds or pay out of pocket for medical claims until the plan's deductible is met.



You pay a flat copay for prescription drugs.

After the plan's deductible has been met, in-network medical expenses are covered at 80% or 90%, depending on which option you choose.



If your out-of-pocket costs reach the annual maximum, the plan pays 100% for in-network covered services\* the remainder of the plan year.



**\* Certain covered services (e.g., Physical and Speech Therapy, Chiropractic, etc.) are subject to an annual visit limit and once reached are not covered regardless of meeting the out of pocket maximum.**

## Prescription Benefits

When filling prescriptions, you will pay a pre-determined dollar amount depending on the drug's tier (see page 4).

Our prescription benefits are administered by **RxBenefits/Express Scripts**. You will receive a separate RxBenefits/Express Scripts ID card in the mail, which you will need to show when you go to fill a prescription at the Laitram Pharmacy or a pharmacy of your choosing.



## Save Money by Using the Highmark BCBS PPO Network

No matter which plan option you choose (Basic or Enhanced), you will receive a higher level of benefits if you use the **Highmark BCBS PPO** network.

After your deductible is met, the plan covers a higher percentage for in-network services and less for out-of-network services (see page 4 for more details).

To find out if your doctor or facility is in network, visit

<https://www.highmarkbcbs.com>.

## Save Money and Earn Cash Rewards with SmartShopper

Did you know MRIs, CT Scans, and more, can vary from hundreds to thousands of dollars? SmartShopper can help you reduce your out-of-pocket cost for your 2022 health benefit plan AND give you a CASH REWARD when you shop for a cost-effective health care provider.

To use the SmartShopper program, log on to Highmark's website at [www.highmarkbcbs.com](https://www.highmarkbcbs.com) and click on **SMARTSHOPPER** at the bottom of the home page to "shop" for your procedure. Then, when you have your procedure and your claim is paid, a reward check is mailed to your home. It's that easy!

# Comparing the Medical Options

The chart below shows the coverage details for Laitram's two medical plan options. Both options come with a Health Reimbursement Account (HRA) that is funded by Laitram. Your HRA is used to pay for eligible medical expenses only and pays the first portion of the total deductible for you as outlined in the chart below. Note: HRA amount is prorated according to the month in which employee becomes eligible for coverage.

**Prescription Coverage:** You are charged a copay for all prescriptions meaning your HRA and deductible are only used for eligible medical expenses. See the chart below for the prescription copay structure.

HIGHMARK BCBS MEDICAL OPTIONS				
Plan Feature	Basic Plan Option		Enhanced Plan Option	
Deductible: HRA Fund provided by Laitram				
Employee Only	\$800		\$800	
Employee + 1	\$1,200		\$1,200	
Family	\$1,600		\$1,600	
Deductible: Employee's Responsibility				
Employee Only	\$1,000		\$800	
Employee + 1	\$1,400		\$1,100	
Family	\$1,800		\$1,400	
Coinsurance				
	In-Network	Out-of-Network	In-Network	Out-of-Network
Employee Only	\$1,700	\$3,200	\$900	\$1,900
Employee + 1	\$2,300	\$4,175	\$1,100	\$2,350
Family	\$2,900	\$5,150	\$1,300	\$2,800
Out-of-Pocket Maximum <i>(Employee's responsibility for the deductible plus coinsurance)</i>				
Employee Only	\$2,700	\$4,200	\$1,700	\$2,700
Employee + 1	\$3,700	\$5,575	\$2,200	\$3,450
Family	\$4,700	\$6,950	\$2,700	\$4,200
Medical Benefits Coverage Highlights				
	In-Network	Out-of-Network	In-Network	Out-of-Network
Coinsurance	After the deductible is met, you pay 20% and the plan pays 80%	After the deductible is met, you pay 40% and the plan pays 60% <sup>1</sup>	After the deductible is met, you pay 10% and the plan pays 90%	After the deductible is met, you pay 30% and the plan pays 70% <sup>1</sup>
Laitram and Intralox Health & Wellness Clinics	<b>FREE!</b> <i>(open to ages 3/6 and older)</i>	N/A	<b>FREE!</b> <i>(open to ages 3/6 and older)</i>	N/A
Routine Preventive Care – Adult Physical Exams, Childhood Checkups and Immunizations	Covered 100%	You pay 40% after the deductible is met <sup>1</sup>	Covered 100%	You pay 30% after the deductible is met <sup>1</sup>
Physician Visit	You pay 20% after the deductible is met	You pay 40% after the deductible is met <sup>1</sup>	You pay 10% after the deductible is met	You pay 30% after the deductible is met <sup>1</sup>
Inpatient Hospitalization				
Outpatient Surgery				
Diagnostic Lab and X-Ray				
Urgent Care				
Emergency Room				
PRESCRIPTION DRUG COVERAGE – ADMINISTERED BY RxBENEFITS/EXPRESS SCRIPTS			DISCOUNTS AT LAITRAM PHARMACY	
Generic	\$10 copay		Preventive Medications \$0 copay	
Preferred Brand	\$30 copay		Generic	\$10 \$8 copay
Non–Preferred Brand	\$50 copay		Preferred Brand	\$30 \$20 copay
Specialty	\$50 copay		Non–Preferred Brand	\$50 \$40 copay

**<sup>1</sup> The Plan will pay based on reasonable and customary charges. This means that the provider may "balance bill" you for the amount not paid by the Plan.**

# 2022 Medical Plan **Premiums**

The amount of your medical premiums depends on whether or not you and your spouse (if applicable) have completed the Preferred Premium process. Details on the Preferred Premium process and Non-preferred rates are distributed in December for the upcoming year and at the time of employment for new hires.

## Employee Incentive Requirement:

Comprehensive Health Review (CHR) consisting of the following three (3) steps to be completed by **October 15** of each year, or for New Hires, within **120 days** of benefit effective date of coverage.

1. Health History and Risk Assessment (HHRA) questionnaire (HHRA **Annual Update** only for those who completed the questionnaire last year);
2. Biometric Screening; and
3. CHR Health Review visit which consists of a face-to-face meeting (or telephonic for out-of-town individuals) with one of our nurse practitioners.

## Spouse Incentive Requirement:

1. Health History and Risk Assessment (HHRA **Annual Update** only for those who completed the assessment last year),
2. Biometric Screening, and
3. CHR Health Review visit which consists of a face-to-face meeting (or telephonic for out-of-town individuals) with one of our nurse practitioners.

***Add an extra \$100 for your HRA, plus another \$100 for a covered spouse, by completing steps 1 and 2 by the required deadline!***

### **PREFERRED:**

Both the employee and spouse (if applicable) have completed all incentive requirements

### **NON-PREFERRED:**

Either the employee or spouse (if applicable) has not completed all incentive requirements

### **NON-PREFERRED 2:**

Neither the employee nor the spouse (if applicable) has completed all incentive requirements

## YOUR COST FOR THE HRA **BASIC** PLAN OPTION

Coverage Tier	Preferred Rate	Non-Preferred Rate	Non-Preferred 2 Rate
Employee Only	\$8.24	\$31.32	\$ 31.32
Employee + 1	\$93.23	\$116.31	\$139.38
Family	\$128.05	\$151.13	\$174.20
Employee Married to Employee Family	\$68.54	\$91.62	\$114.70

*Premiums are per pay period with 26 pay periods per year*

## YOUR COST FOR THE HRA **ENHANCED** PLAN OPTION

Coverage Tier	Preferred Rate	Non-Preferred Rate	Non-Preferred 2 Rate
Employee Only	\$31.98	\$55.06	\$55.06
Employee + 1	\$142.15	\$165.23	\$188.31
Family	\$205.73	\$228.80	\$251.88
Employee Married to Employee Family	\$77.12	\$100.20	\$123.28

*Premiums are per pay period with 26 pay periods per year*

# Dental Benefits

## Dental

Laitram offers dental benefits so you can get your annual cleanings and checkup along with dental repairs when needed.

The table below shows some of the key features of the **Cigna Dental PPO** plan. Please note that you will save money by using Cigna network dentists and dental specialists. If you go to a non-network provider, they can charge you more than you would pay in-network.

**Below is a high level summary of the dental plan. Be sure to review the full plan summary for full details and exclusions.**

CIGNA DENTAL PLAN	
Plan Feature	Cigna Network
Benefit year deductible	\$50 per person \$150 per family
Annual per-person Maximum	\$1,250
Preventive and Diagnostic Services: Exams, Cleanings, X-rays	Covered 100%, no deductible
Basic Restorative Services: Fillings, Routine Extractions	Covered 80% after deductible
Major Restorative Services: Inlays, Onlays, Crowns, Dentures	Covered 60% after deductible (Raised from 50%)

2022 DENTAL RATES - REDUCED!	
Coverage Tier	Cost Per Pay Period
Employee Only	\$5.19
Family	\$15.75



### ON-SITE DENTAL CARE WITH FLOSS BAR



On-Site dental services are now available through Floss Bar at the Laitram Health & Wellness Center in Harahan.



Your Laitram Dental Plan is accepted and can be used for two free dental cleanings and exams per year.



At this time, only basic dental services are provided, with more complex procedures being referred out to a traditional dental practice.



Visit [flossbar.com/laitram](https://flossbar.com/laitram) to schedule your appointment today!

*Please note that Whitening services are not covered by the Laitram Dental Plan.*



## \$0 Co-Pay on preventive medications at the Laitram Pharmacy

This means you can save on your preventive prescriptions for issues like:

- Asthma
- Depression
- Diabetes
- Cholesterol
- High Blood Pressure
- Migraines
- and much more!

**Save More: Get a 90-day supply for two (2) copays**

# LAITRAM

## WELLNESS PHARMACY

The newest Laitram Wellness offering, the Laitram Pharmacy, is a full-service pharmacy located on Laitram's Harahan campus. The pharmacy team is available five days a week for in-person and remote consultations, offering mail-order prescription services to Louisiana, Michigan, and Maryland, in addition to discounts on a variety of over-the-counter products.

## Transferring your existing prescriptions to The Laitram Pharmacy?

Just call 504-218-2015 or stop by the Pharmacy with the following:

1. Your name
2. Your prescription number
3. Name of medication
4. Name and phone number of the existing pharmacy

## Not in Harahan? No problem!

Mail-order prescription is available to those living in Louisiana, Michigan, and Maryland, with more states to be added later.

## Save on Over-the-Counter Medication at the Laitram Pharmacy

The Laitram Pharmacy offers significantly discounted prices on a variety of over-the-counter medications and products.

Here is a list of just a few of the discounts available at the pharmacy:

Call the Pharmacy at **504-218-2015** to learn more and move your prescriptions today!

DRUG COST COMPARISONS	WALGREENS	LAITRAM
Loratadine 10 mg qty 100 (generic for Claritin)	\$29.99	\$5.69
Daytime Liquid (generic for DayQuil)	\$7.49	\$3.43
Nighttime Liquid (generic for NyQuil)	\$7.49	\$4.36
Ibuprofen 200 mg qty 100 (generic for Advil)	\$5.99	\$2.07
Naproxen Tablets #100 (generic for Aleve)	\$9.99	\$6.93
Nasal Spray (generic for Afrin)	\$4.99	\$1.35
Cetirizine Liquid 4oz (generic for Zyrtec)	\$9.99	\$4.94
Cetirizine 10mg qty 100 (generic for Zyrtec)	\$29.99	\$2.97
Muscle Rub (generic for Bengay)	\$6.99	\$3.16
Fexofenadine #100 (generic for Allegra)	\$29.99	\$19.86
Vitamin D 5,000 units qty 100	\$8.79	\$2.52
Aspirin 81mg qty 100	\$5.29	\$1.59

# Laitram Health Centers

## Health & Wellness Center

On its Harahan and Baltimore campuses, Laitram provides onsite Health & Wellness Centers operated by Marathon Health and staffed by one or more of the following resources - medical office assistant, licensed nurse practitioner, physical therapist, registered dietitian, and behavioral health specialist. The nurse practitioners are trained in medical care, health coaching, and management of chronic diseases and operate under the guidance and supervision of a practicing physician.

The Centers are open to all Laitram employees as well as employee's family members, ages 3 (Baltimore), 6 (Harahan) and older **who are covered by the Laitram Health Plan**.

**For employees and their dependents covered by the Laitram health plan, there is NO CHARGE for services and vaccinations received at the Centers.**

A few things to note:

- External laboratory tests, prescriptions, etc. will be processed through the health plan like any other medical bill.
- If a Laitram employee is not covered by the Laitram health plan, the cost is \$20 plus any ancillary charges for items such as external laboratory tests.
- The \$20 fee will be payroll deducted. Any other ancillary charges are the responsibility of the patient.

## Wellness Center Information

### Harahan

- Hours:
  - Monday through Thursday: 7:30 a.m. – 5:30 p.m.
  - Friday: 8:00 a.m. – 12:00 p.m.
- Phone: 504-570-1471
- Location: 5307 Toler Street

### Baltimore

- Hours:
  - Monday through Friday: 7:00 a.m. - 3:30 p.m.
- Phone: 443-951-4804
- Location: 7157 Ridge Road

### You Must Schedule an Appointment!

Call your Wellness Center or go to

[www.my.marathon-health.com](http://www.my.marathon-health.com)

## LAITRAM WELLNESS HEALTH CENTER

## Physical Therapy

On its Harahan and Baltimore campuses, Laitram provides an onsite physical therapist (PT) with the education, skills, and expertise to improve your mobility, and reduce or eliminate your pain.

Think of your PT as a mechanic for your body. Your PT will evaluate your condition and develop a plan to get you going again. PTs treat chronic and acute strains and injuries in the neck, back, arms, and legs.

Your PT will listen to you as you explain how your problem affects your daily activities. Before developing a treatment plan, your PT will perform a thorough physical assessment. You will learn self-treatment techniques and exercises to improve your condition and will be actively involved in your home treatment program.

## Behavioral Health

One in five people suffer with mental health concerns that can take away from living a happy, productive life.

The Health & Wellness Centers offer both employees and their dependents in-person and virtual counseling appointments with a licensed clinical social worker. Whether you're dealing with grief, stress, anxiety, depression, relationship issues, PTSD, eating disorders, substance abuse, or self-image - a licensed therapist is here to listen.

Mental health concerns can be isolating, but you're not alone. We understand that behavioral health is important and have worked to create a supportive environment to encourage you to maintain your health.

## Registered Dietitian Services

Nutrition is the root of our health. What we choose to eat, our knowledge, attitudes, and how well our environment supports healthy food choices significantly impact our overall health. Nutrition is often overlooked as the cornerstone of chronic disease management and prevention, yet proper nutritional support can improve overall health.

Having support from others can be a huge help. The Laitram Health & Wellness Center in Harahan is staffed with a Registered Dietitian who is available to assist in coaching those interested in adopting healthy eating practices.

# Wellness Resources



## COMPANY PAID BENEFIT

### Employee Assistance Program (EAP)

The Employee Assistance Program (EAP) is a free benefit from Laitram for you and your family members. It provides free phone counseling as well as free face to face counseling with a trained professional if needed. You can find services for all aspects of your wellbeing, including:

- **Emotional support** — Meet face-to-face, by video stream or get in-the-moment support by phone from a licensed counselor.
- **Legal** — Speak with an attorney about legal issues like estate planning and family and domestic issues.
- **Financial** — Discuss budgeting, credit and more with a financial expert.
- **Daily life assistance** — Specialists help solve everyday issues and coordinate caregiving needs.
- **Website** — Check out video resources, articles, assessments, webinars and more.

**The Employee Assistance Program is available 24/7 and strictly confidential.** Laitram will never know if, how, or when you use the EAP. It's designed to keep your privacy protected so you and your family members can seek help without a second thought.



Aetna Resources For Living<sup>SM</sup>

1-866-252-4468  
[mylifevalues.com](https://mylifevalues.com)  
Username: laitrām  
Password: eap

24 hour confidential access

### Fitness Center

As part of our health and wellness program, Laitram provides an on-site Fitness Center managed by LifeStart, a leading provider of on-site preventive care strategies and wellness initiatives.

Staffed with a team of fitness specialists, the fitness center offers state-of-the-art fitness machines, free weights, nutritional counseling and group exercise classes. An employee only benefit, Laitram employees are eligible for membership at a cost of \$7.00 per pay period. Some group exercise classes are offered at no additional cost. Individual or group training sessions are available at an additional cost.

Fitness Centers are also provided at Intralox's Hammond, Grand Rapids and Baltimore office locations.



# Family & Community Resources

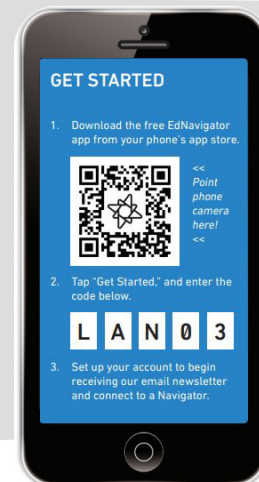


## COMPANY PAID BENEFIT

### EdNavigator Education Assistance

Through Laitram's partnership with EdNavigator, employees and their families have access to a personal education advisor—a “Navigator”—who knows your local schools and can help you: Understand your child's learning needs and progress in school, ensure your child is ready for college or a fulfilling career, troubleshoot education challenges, and much more.

Visit **[www.ednavigator.com](http://www.ednavigator.com)** or email **[support@ednavigator.com](mailto:support@ednavigator.com)** to get started today!



## COMPANY PAID BENEFIT

### Ready, Set, Read Program

The Ready, Set, Read program helps students read at grade level by the end of first grade. Children and grandchildren of Laitram employees have FREE access to a trained reading specialist who will provide reading support 1 – 3 times per week. Children in grades K – 2 are eligible to participate. Students are also paired with a volunteer tutor to provide reading support 30 minutes per week.

#### Your student will receive:

- An introductory reading assessment
- Customized reading support program
- 1 - 2 weekly tutoring sessions
- 30 minutes of weekly reading practice with a Laitram volunteer

To register your child or grandchild for Ready, Set, Read, contact Karyn Kearney at **[karyn.kearney@intralox.com](mailto:karyn.kearney@intralox.com)** or **504-329-2444**.

#### Opportunity for Laitram employees to volunteer to support young readers

Each student will be paired with a trained Laitram employee who will provide remote reading practice for students using the TutorMate program. During the 30-minute weekly session, the volunteer Reading Champion and student read stories together online and play games that build the student's word knowledge.

To volunteer to become a reading champion, register at: **[www.tutormate.org/register](http://www.tutormate.org/register)**

### Charity Matching Program

In 2021, Laitram launched its Charity Matching Program where the company matches employee contributions up to \$1,000 annually to eligible charities.

Over the years, Laitram has supported many local charities through direct contributions, volunteer events, relief funds, etc. On top of this, each year we receive a number of requests from employees to contribute to various charities which we don't have the resources to evaluate on an individual basis. The Charity Matching program allows Laitram to expand its philanthropy efforts while helping employees support causes that are important to them.

Under the Program, Laitram will match dollar for dollar contributions made by employees to an “Eligible Charity” subject to the conditions laid out in the Charity Matching Program Form located on the HR SharePoint site.

$$\begin{array}{c} \text{1} \\ \text{your} \\ \text{DOLLAR} \end{array} + \begin{array}{c} \text{1} \\ \text{matching} \\ \text{DOLLAR} \end{array} = \begin{array}{c} \text{2} \\ \text{twice the} \\ \text{IMPACT} \end{array}$$

# Flexible Spending Accounts

The Health Care and Dependent Care Flexible Spending Accounts (FSAs) let you set aside pre-tax dollars from your paycheck to pay for eligible health care and dependent care expenses.

Enrolling in a Health Care or Dependent Care FSA can save you money. By paying for these expenses with pre-tax dollars, you reduce the amount of your taxable income and increase your take-home pay. You may choose to participate in one, both, or neither FSA. The Laitram Flexible Spending Plan is administered by *isolvedBenefitServices*.

## Health Care FSA

This account helps pay for **health care expenses** for you and your covered dependents. You can deposit up to the IRS maximum amount each year on a pre-tax basis to the Health Care FSA. Then, you reimburse yourself with these tax-free dollars for such things as medical and dental plan deductibles, coinsurance, and copayments.

### Eligible expenses include things like:

- Certain prescribed over-the-counter medications and supplies
- LASIK or other vision correction surgery
- Hearing aids
- Individual psychiatric and psychological counseling
- Deductibles, coinsurance, and copays under your medical, dental, and vision plans

For a complete listing of eligible health care expenses that qualify for reimbursement, go to [www.isolvedbenefitservices.com](http://www.isolvedbenefitservices.com).

## Dependent Care FSA

Pre-tax money that you deposit into the Dependent Care FSA pays for **day care expenses** for a dependent child up to age 13 or a dependent adult. Day care expenses are reimbursable if the services enable both you and your spouse to work. Expenses are also reimbursable if your spouse is disabled or attends school full time at least five months of the year.

You can deposit as much as \$5,000 a year (\$2,500 if married, filing separately). Then, you can reimburse yourself using these tax-free dollars for such things as nursery school tuition, day care center, summer day camp, and dependent-adult day care center expenses. Care can be provided inside or outside your home.

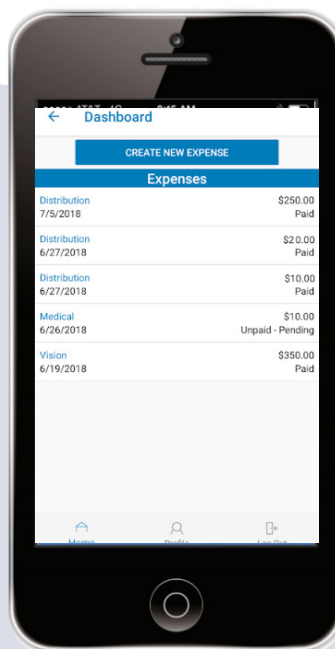
**REMEMBER: Flexible Spending Account elections do not carry over from year to year. You must make a new election each year.**

## FSA Tax Savings Example

Here's an example of how you can save when you use the FSAs to pay for your predictable health care and dependent care expenses.

	With FSA	Without FSA
Your taxable income	\$50,000	\$50,000
Pre-tax contribution to Health Care and Dependent Care FSA	\$2,000	\$0
Federal and Social Security taxes*	\$11,701	\$12,355
After-tax dollars spent on eligible expenses	\$0	\$2,000
Spendable income after expenses & taxes	\$36,299	\$35,645
<b>Tax savings with the Medical and Dependent Care FSA</b>	<b>\$654</b>	<b>N/A</b>

\* This is an example only, and may not reflect your actual experience. It assumes a 25% federal income tax rate marginal rate and a 7.7% FICA marginal rate. State and local taxes vary, and are not included in this example. However, you will save on any state and local taxes as well.



Save time and easily manage your FSA with the ***isolved Benefit Services iFlex*** app. Download in the App Store or Google Play!

- View your claims and account balance
- File a claim towards your medical FSA
- Take or upload a picture of a receipt and submit for a new or existing claim

# Life and AD&D Insurance



## COMPANY PAID BENEFIT

### Employer-Paid Basic Life and Accidental Death & Dismemberment (AD&D) Insurance

#### Basic Life

Laitram provides eligible employees with company-paid Basic Life and AD&D insurance. This policy also includes life insurance for your dependents, paid in full by Laitram.

***Dependents must be listed as Dependents in MyADP to be enrolled in this free benefit.***

#### COMPANY-PAID LIFE INSURANCE

Coverage Type	Benefit Description
Employee	<ul style="list-style-type: none"><li>2x your annual base salary, minimum of \$50,000 and a maximum of \$300,000</li></ul>
Spouse	<ul style="list-style-type: none"><li>\$10,000</li></ul>
Children	<ul style="list-style-type: none"><li>\$2,000 for each child over one year and under 26.</li><li>Children under 14 days are not covered. Coverage for children from 14 days to one year is \$500.</li></ul>

#### AD&D Feature

If a covered person's death is the result of an accident, the Basic Life benefit is doubled through the Accidental Death and Dismemberment (AD&D) feature.

#### COMPANY-PAID AD&D INSURANCE

Coverage Type	Benefit Description
Employee	<ul style="list-style-type: none"><li>Pays an additional benefit equal to your Basic Life amount</li></ul>

## Optional Life and AD&D Insurance – **Employee Paid**

#### Optional Life

In addition to the company-paid life insurance that Laitram provides, you have the option to purchase additional coverage under the Optional Term Life insurance plan. You must purchase coverage for yourself in order to purchase coverage for your dependents.

#### OPTIONAL LIFE INSURANCE

Coverage Type	Benefit Description
Employee*	<ul style="list-style-type: none"><li>\$10,000-\$600,000 in \$10,000 increments, not to exceed 5x your annual salary</li></ul>
Spouse*	<ul style="list-style-type: none"><li>\$10,000-\$50,000 in \$10,000 increments, not to exceed 50% of the employee's voluntary life amount</li></ul>
Children up to age 26	<ul style="list-style-type: none"><li>\$10,000 (\$500 from birth to six months)</li></ul>

**\*You and your spouse (if applicable) are required to complete an online Statement of Health Form and receive approval from MetLife.**

#### Optional AD&D Feature

You can also choose to purchase additional AD&D insurance as described below for yourself or your family. No statement of health is required for this option.

#### OPTIONAL AD&D INSURANCE

Coverage Type	Coverage Amount
For Yourself Only	<ul style="list-style-type: none"><li>Multiples of \$10,000 up to 10 times your Basic Annual Earnings or \$500,000 (whichever is less)</li></ul>
You and a Spouse & Dependent Child(ren)	<ul style="list-style-type: none"><li>Spouse – 40% of your coverage amount</li><li>Child(ren) – 10% of your coverage amount</li></ul>
You and Spouse Only	<ul style="list-style-type: none"><li>Spouse – 50% of your coverage amount</li></ul>
You and Dependent Child(ren) Only	<ul style="list-style-type: none"><li>Child(ren) – 15% of your coverage amount</li></ul>

Laitram recognizes the importance of your financial wellbeing in the event of a disability. Laitram provides eligible employees with company-paid Short Term Disability and Long Term Disability benefits to help you make ends meet for a period of time while you are disabled.

## COMPANY PAID BENEFIT

### Short Term Disability

You can apply for Short Term Disability benefits if you are unable to work due to an illness or injury. A summary of this company-paid benefit is outlined below.

COMPANY-PAID STD	
Plan Feature	Benefit Description
Benefit Amount	100% of base earnings (medical verification is required)
Benefits Begin...	After a 10 day elimination period
Benefits Continue...	Up to 170 days

Refer to the Human Resources intranet site for more details and how to apply for this benefit.

## COMPANY PAID BENEFIT

### Long Term Disability

Laitram provides a Long Term Disability plan through Cigna to help eligible employees cope with an illness or injury that results in a long term absence from work. Employees participating in the Long Term Disability plan are subject to certain conditions and requirements. A summary of this company-paid benefit is outlined below.

COMPANY-PAID LTD	
Plan Feature	Benefit Description
Benefit Amount	60% of pre-disability earnings, calculated on a monthly basis (medical verification is required)
Benefits Begin...	After 180 days of disability
Benefits Continue...	<ul style="list-style-type: none"> <li>Up to age 65 if disabled before age 60</li> <li>If disabled at age 60 or older, a maximum benefit period is calculated based on your age. See the benefits summary for details.</li> </ul>

## COMPANY PAID BENEFIT

### Long Term Care Insurance

For eligible employees who find themselves in need of long term health care, Laitram provides a Long Term Care policy with a benefit payment of \$1,000 per month for up to 24 months. Examples of covered services include:

- Professional home care
- Community care
- Licensed nursing facilities
- Assisted living facilities

***Additional buy-up Long Term Care insurance is available during Annual Open-Enrollment.***

Employees may choose from several plans, different levels of monthly benefit amounts, and benefit durations of care. This coverage may be purchased by employees and various family members. See [www.LaitramLTC.com](http://www.LaitramLTC.com) for more information.

# Critical Illness & Accident Voluntary Coverage

The Highmark BCBS medical plan options provide great coverage for you and your family's general health care needs. Still, everyone's needs are slightly different. That's where our Unum Voluntary Benefit options come in! They pay out a cash benefit if you experience a covered illness, injury, or hospitalization, which can help protect your finances while you focus on getting better.

## Critical Illness Insurance

If serious illness strikes, the last thing you need to worry about is how to pay the bills: medical copayments, car payments, rent or mortgage, and utilities. You don't want anyone in your family worrying about money if you develop a critical illness. That's why Unum's Critical Illness Insurance provides cash to help with the extra expenses associated with your recovery.

If you are diagnosed with a covered illness, you get a lump-sum cash benefit — even if you receive benefits from other insurance. Use the cash benefit however it is needed — whether for treatments not covered by other insurance or a dream vacation to celebrate your recovery — you decide.

### Coverage options

- **Employee:** Choose \$10,000, \$25,000, or \$40,000
- **Spouse:** 50% of the employee coverage amount
- **Child(ren):** 50% of the employee coverage amount

### Examples of covered illnesses

- Cancer
- Heart attack or stroke
- Major organ failure
- Paralysis due to covered accident
- End-stage renal (kidney) failure
- Coronary artery bypass surgery

## Accident Insurance

Most people don't plan or budget for accidents. The Unum Group Accident Insurance plan provides benefits to help cover the costs associated with unexpected bills. If a covered off-the-job accident occurs, you need to have a plan to pay for the charges that can add up.

You can purchase coverage for yourself as well as your spouse and children. If someone enrolled in this plan gets hurt in a covered accident, Unum sends you a check for covered injuries and you decide the best way to spend it.

### Examples of covered injuries include:

- Broken bones
- Burns
- Dislocations
- Torn ligaments
- Concussions
- Eye injuries
- Ruptured discs

## BOTH PLANS INCLUDE THESE VALUE-ADDED FEATURES

- **Wellness benefit** — The wellness benefit pays \$50 per year if an insured undergoes a covered health screening. (Your annual BIOMETRIC SCREENING satisfies this requirement!)
- **Portability** — You can keep your coverage if you leave Laitram.

The Unum voluntary vision plan provides you and your family with quality vision benefits and materials like glasses and contacts at an affordable cost. Unum has a large network of providers at convenient locations like Walmart, Sam's Club, America's Best, and many more. You can visit any licensed vision specialist and receive coverage, but your benefit dollars will go further when you stay in network.

To find in network providers, print ID cards, and learn more about your benefits, visit the Unum member website at **[www.UnumVisionCare.com](http://www.UnumVisionCare.com) OR [www.AlwaysAssist.com](http://www.AlwaysAssist.com).**

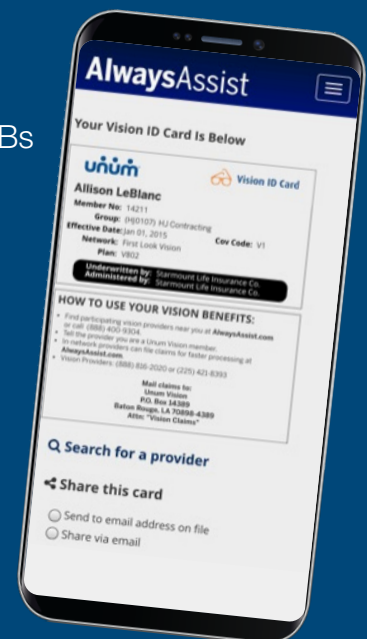
UNUM VISION PLAN	
Plan Feature	In-Network
Exam	\$10 copay
Materials	\$25 copay
Exam Frequency	Once every 12 months
Lenses Frequency	Once every 12 months
Frames Frequency	Once every 24 months
Contact Lenses Frequency	Once every 12 months
Frames	Up to \$150 allowance
Lenses: Single Vision, Lined Bifocal, Lined Trifocal	Covered at 100% after materials copay
Medically Necessary Contact Lenses	Covered at 100% up to the reasonable and customary amount
Elective Contact Lenses – Instead of Glasses	Up to \$150 allowance

2022 VISION RATES	
Coverage Tier	Cost Per Pay Period
Employee Only	\$2.67
Employee + Spouse	\$5.33
Employee + Child(ren)	\$5.89
Family	\$9.23

## Access Your Vision Benefits with the AlwaysAssist Mobile App

Unum's AlwaysAssist app is available in the Apple App Store and Google Play. Download and log in to:

- View ID cards
- Locate providers
- View claims and EOBs
- Check your benefits
- And more!



# Retirement Savings Plan

## LAITRAM EMPLOYEES' INCENTIVE SAVINGS PLAN - 401(k) PLAN

Laitram sponsors both a 401(k) tax deferred savings plan and an after-tax Roth 401(k). New employees become eligible to participate in the 401(k) Plan on the first day of the month following three months of service.

Refer to the Summary Plan Description at [www.401k.com](http://www.401k.com) for more details on the 401(k) plan.

### Option 1: Pre-Tax 401(k)

Because your contributions to the 401(k) are automatically deducted from your pay before federal and state withholdings are calculated, you save tax dollars now by having your current taxable income reduced. While the amounts deducted generally will be taxed when they are finally distributed, favorable tax rules typically apply to 401(k) distributions.

### Option 2: After-Tax Roth 401(k)

Unlike the traditional, pre-tax 401(k), the Roth 401(k) allows you to contribute after-tax dollars, but then withdraw tax-free dollars from your account when you retire. Because Roth contributions are under the same IRS limits as pre-tax contributions, each dollar of a Roth contribution reduces the amount that can be contributed pre-tax (and vice versa).

## Employee Contributions

You can elect to make “before tax” contributions to the traditional 401(k) Plan or “after tax” contributions to the Roth 401(k) Plan or both. The amount of your contributions cannot exceed the IRS limit.

*Your contributions are calculated and deducted from your compensation each pay period, including your bonuses, incentives, and any other special compensation payments.*

**Catch-Up Contributions** – If you will attain age 50 at any time during the year and you are making employee contributions, you may be eligible to make an additional “before tax” catch-up contribution. The amount of the catch-up contribution is determined annually by the Internal Revenue Service. Catch-up contributions are not matched.

**Rollover Contributions** – You can rollover all or any part of an eligible distribution you received from a prior employer’s qualified plan into the Plan. Rollover contributions must be payable to FIIOC as Trustee.

You can make a rollover before you become a participant in the Plan, but you cannot otherwise participate in the Plan until you satisfy the Plan’s eligibility rules and conditions.

## Auto Enroll and Auto Increase

The Auto Enroll Program automatically enrolls any newly eligible employees who do not enroll themselves. You are automatically enrolled at a 4% pre-tax election 30 days prior to your 401(k) entry date.

If you do not wish to contribute, wish to contribute less than 4%, or wish to contribute more than 4%, you must actively make a deferral change at [www.401k.com](http://www.401k.com) or via the NetBenefits mobile app.

## Laitram Contributions

**Matching Contributions.** Laitram matches your contributions to the Plan on a dollar-for-dollar basis, up to 4% of your compensation. Contributions in excess of 4% of your compensation are not matched. Matching Contributions are calculated and made on a pay period basis. You are always fully vested in matching contributions made for your benefit.

**Annual Nondiscretionary Contribution.** In addition to the matching contributions, Laitram also makes a “Nondiscretionary Contribution” to the Plan. The amount of this contribution equals the sum of (i) 3% of your total compensation, and (ii) 2.7% of your total compensation in excess of the Social Security wage base.

*Nondiscretionary Contributions are determined annually, as of the last day of each year, and are contributed to the Plan soon after the end of each year. In calculating the amount of these contributions, only compensation earned while you are eligible to participate in the Plan will be considered. To receive Nondiscretionary Contributions, you must be eligible to participate and be actively employed on the last day of the plan year (December 31st).*

## Vesting – Nondiscretionary Contributions

The term “vesting” refers to your nonforfeitable right to receive amounts allocated to your account. Your period of vesting service starts with your date of employment and ends on your date of termination. Only whole years of service are counted. For example, if you work 3 years and 10 months, you will receive credit for 3 years of service. If you leave Laitram prior to age 65, your nondiscretionary contributions will vest in accordance with the following schedule:

Years of Service	Vested Percentage
Less than 2 years	0%
2 years, but less than 3 years	25%
3 years, but less than 4 years	50%
4 years, but less than 5 years	75%
5 years or more	100%

# NEW! Highlighted Additional Benefits

## Progyny Fertility Benefit

Progyny's Smart Cycle Benefit connects you to leading fertility specialists for the most advanced, effective fertility treatment, the first time—without barriers to treatment—so you can obtain the best chance of achieving a successful pregnancy with the course of treatment that is best for you.

### Benefit features include:

#### Comprehensive Coverage

Bundled fertility treatment coverage for every unique path to parenthood

#### Personalized Guidance

Unlimited guidance and support from a dedicated Patient Care Advocate (PCA)

#### Premier Specialists

Convenient access to the largest national network of fertility experts

### Highlights of your coverage include:

2 Smart Cycles,

**Progyny Rx** integrated fertility medication coverage

**Fertility preservation** and **donor tissue** coverage.

Call **833-215-5344** to learn more about your Progyny benefits!

## BARInet Surgery Benefit

BARInet's Bariatric Surgery Program is an additional benefit provided by the Laitram Health Plan through a partnership with BARInet Preferred Provider Network.

Your BARInet Bariatric Surgery Benefit provides Health Plan participants access to a national network of bariatric surgeons and facilities that deliver bariatric care at the highest level. This benefit is designed to provide an alternative surgical option for weight loss for those who meet the appropriate medical criteria, and for whom diet and exercise have proven ineffective.

Eligible members will be responsible for any coinsurance after deductible and any applicable copays for pre-operative requirements and procedure costs. Services must be performed by BARInet provider to be eligible.

### Have you considered Bariatric Surgery?

Bariatric surgery is the term used to describe several weight loss surgery options that involve surgically reducing the size of the stomach or the surgical rerouting of the patient's small intestines to decrease the stomach's ability to take in food. The surgical changes to your body will then limit the number of calories your body will be able to absorb, thus resulting in weight-loss for the patient.

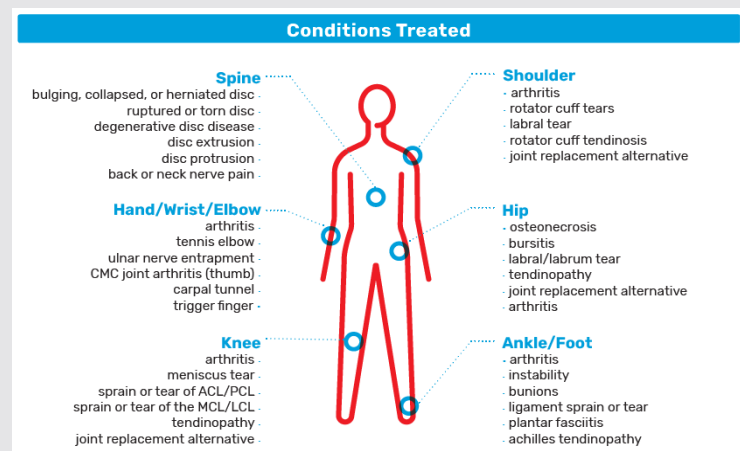
### To Learn More About Your BARInet Benefit, Call the number below:

BARInet Customer Service: 1-855-415-9230

## Regenexx Orthopedic Treatment

Regenexx uses your body's natural healing agents to replace the need for up to 70% of elective orthopedic surgeries. Your stem cells and blood platelets are concentrated in Regenexx's on-site orthobiologics lab and injected under image guidance into the precise area of your injury. With Regenexx, you can get back to doing what you love without invasive surgery and lengthy recovery.

To speak with a Laitram Regenexx Patient Liaison, call **866-623-9001** or visit [regenexxbenefits.com/laitram](https://regenexxbenefits.com/laitram) to learn more about Regenexx as a covered benefit.



# Additional Benefits

## COBRA

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Laitram's medical, dental, and vision plans when a "qualifying event" would otherwise result in the loss of insurance coverage. Under COBRA, the employee or beneficiary pays the full cost of the insurance coverage at Laitram's group rates, plus a 2% administrative fee. If and when you become eligible for continued coverage under COBRA, you will receive additional information.

## Paid Leave for Jury Duty

Laitram recognizes your obligation to serve as a juror if called. If you receive a notice to report for jury duty, present the document to your Supervisor or Department Manager at the earliest possible date so that personnel coverage can be arranged during your absence.

Employees selected for jury duty will be excused from work only for the time period they are detained while waiting for a case or while serving as a juror. Employees will be required to return to work if the case to which they are assigned is continued or if they are excused from jury service.

## Safety Shoe Program

Laitram subsidizes its employees for the purchase of safety shoes for those employees who work in areas where protective footwear is required. Each employee is entitled to receive a reimbursement of \$75.00 per year or \$150.00 every 2 years. If you have any questions concerning this policy, please see the administrative assistant in your area.

## Tuition Reimbursement

Laitram participates with our employees in a tuition reimbursement program for approved educational programs. The purpose of the program is to financially assist the employee with the cost of higher education; it is not meant to pay for such courses of study in full. For details on which courses qualify for tuition reimbursement and the amount, review the program details on the Human Resources SharePoint site.

## Military Leave

Laitram complies with the Uniform Services Employment and Reemployment Rights (USERRA) and, when applicable, the Military Service Relief Act (MSRA), and any applicable state laws pertaining to military leave. As laws change, or as interpretations of the laws change, military leave benefits for covered employees may change accordingly.

As military leave situations arise, employees should consult with their Supervisor and Human Resources for current and complete details regarding their military leave rights. Laitram's Military Leave policy can also be found on the Human Resources SharePoint site.

## Prescription Safety Eyeglass Reimbursement Program

This program is limited to employees who wear prescription glasses and who work in areas where safety glasses are required. Laitram will pay a portion of the cost of prescription safety glasses. The maximum reimbursement is \$75.00. Employees are entitled to receive this reimbursement once every 3 years, or when their prescription changes drastically. For more details, please see the Human Resources SharePoint site.

## Business Travel AD&D Insurance

This plan covers the accidental death of a covered employee under the following conditions:

- The employee is traveling or making a short stay away from their city of permanent assignment, and
- He or she is on business for Laitram, and
- The trip has been authorized by Laitram.

**All Laitram Employees covered up to \$200,000.**

## GeoBlue – Medical Benefits Abroad

Laitram has teamed up with GeoBlue to provide Laitram employees with Medical Benefits Abroad coverage. The GeoBlue Program is designed to cover Laitram employees who travel on business outside their country of residence or permanent assignment.

Register for the GeoBlue plan at [geo-blue.com](https://geo-blue.com) as well as the mobile app with Group Access Code QHG9999LTRAM.

# Taking **Time Off** of Work

## Paid Time Off (PTO)

Laitram recognizes that employees have diverse needs for time off from work. To help meet these needs, Laitram's Paid Time Off ("PTO") program promotes flexibility when time off is needed. Employees are accountable and responsible for managing their own PTO to allow for sufficient reserves if there is a need to cover vacation, illness, appointments, emergencies, or other situations that require time off from work.

### Eligibility

Employees working at least 21 hours per week are eligible to participate in the PTO program immediately upon hire.

### Accrual of PTO Days

PTO begins accruing from the employee's first paycheck and can be used as soon as time accrues. Employees accrue PTO based on their years of service and scheduled hours (up to a maximum of 40 hours per week).

Scheduled Hours*	0-5 Years of Service**	5+ Years of Service**
40 hours per week	6.17 hours per pay period (4 weeks per year)	7.70 hours per pay period (5 weeks per year)
30 hours per week	4.62 hours per pay period (4 weeks per year)	5.77 hours per pay period (5 weeks per year)
21 hours per week	3.23 hours per pay period (4 weeks per year)	4.03 hours per pay period (5 weeks per year)

\* Length of service is calculated from your hire date. Details on the PTO program can be found on the Human Resources intranet site.

## Holidays

At the beginning of each calendar year, Laitram will publish a list of holidays to be observed during that year. Although holidays may vary from year to year, the typical observances are New Year's Day, Martin Luther King, Jr. Day, Mardi Gras Day (Harahan-based employees), Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving (two days), and Christmas (two days). (Intralox's Baltimore and Grand Rapids offices have a floating holiday in lieu of Mardi Gras.) Holiday pay is considered actual hours worked for overtime purposes.

## Maternity & Parental Leave

Laitram provides paid maternity and parental leave for eligible expectant mothers and employees to take the time they need to bond with the new addition(s) to their families. Expectant mothers receive 6 weeks of paid Maternity Leave and 4 weeks of paid Parental Leave for a total of 10 weeks combined. Non-birth and adoptive parents receive 4 weeks of paid Parental Leave. More details on this policy and how to request leave can be found in the Maternity & Parental Leave Policy on the Human Resources Intranet site.

## Bereavement Leave

Bereavement leave provides paid time off for employees to arrange for and attend the funeral services of an immediate or extended family member. Bereavement leave is paid independent of and is not deducted from an employee's PTO bank.

Employees who need to take bereavement leave should notify their supervisor immediately. Bereavement leave should be initiated and taken within 14 calendar days from the notice of the date of death, and the company may require verification of the need for the leave. For details, see the Human Resources intranet site.

## FMLA

Under the Family and Medical Leave Act, an employee who has been employed for at least 12 months and has worked at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave may be eligible for up to 12 weeks of unpaid leave, in a rolling 12-month period, for one or more of the following reasons:

1. For the birth and care of a newborn child;
2. For the placement of a child with the employee for adoption or foster care;
3. To care for a spouse, child or parent of the employee with a serious health condition;
4. Because of the employee's serious health condition that renders the employee unable to perform the essential functions of his or her job; or
5. Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on covered active duty.
6. To care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member (military caregiver leave).

Details on FMLA eligibility, entitlement, requesting leave and reinstatement can be found on the Human Resources Intranet site.

## Extended Leave

Any employee who remains on a leave of absence for a period exceeding 6 months, regardless of the reason for the leave of absence, may be terminated and removed as an active employee from Laitram's payroll, unless the employee qualifies for an accommodation under state or federal law. If an employee "returns to work" for less than one full week during the leave of absence, that time of service will not extend the 6-month period provided by this policy.

# Benefit **Contacts**

## 2022 BENEFIT CONTACT INFORMATION

Plan	Administrator	Phone Number	Website/Email
Medical	Highmark Blue Cross Blue Shield Group #: LRL363	(866) 283-3792	highmarkbcbs.com
Pharmacy	RxBenefits/Express Scripts	(800) 334-8134	express-scripts.com
Dental	Cigna - Group #: 3332469	(800) 244-6224	myCigna.com
Laitram Health Center Harahan	Marathon Health	(504) 570-1471	marathon-health.com
Intralox Health Center Baltimore	Marathon Health	(443) 951-4804	marathon-health.com
Laitram Fitness Center Harahan	Lifestart	(504) 570-1443	lifestart.net/laitram
Laitram Pharmacy	Cerner	(504) 218-2015	greg.davis@cerner.com
401(k)	Fidelity Investments Plan#: 42107	(800) 835-5097	401k.com
Vision	Unum - Policy #: 00912973	(888) 400-9304	UnumVisionCare.com and AlwaysAssist.com
Basic Life/AD&D and Optional Life/AD&D	MetLife	1-800-GET-MET8 (1-800-438-6388)	mybenefits.metlife.com
Voluntary Life	MetLife	1-800-GET-MET8 (1-800-438-6388)	mybenefits.metlife.com
Short Term Disability	Laitram	Gail Cassard (504) 570-1491	gail.cassard@laitram.com
Long Term Disability	Cigna	(800) 362-4462	N/A
Accident Insurance	Unum - Policy #: 0430852	(800) 635-5597	unum.com
Critical Illness Insurance	Unum - Policy #: 00912858	(800) 635-5597	unum.com
Flexible Spending Accounts (FSA)	Isolved Benefit Services	(866) 370-3040	isolvedbenefitservices.com
Employee Assistance Program (EAP)	Aetna Resources for Living Group #: Laitram LLC	(866) 252-4468	mylifevalues.com Username: laitramp/Password: eap
Long Term Care	Unum	(877) 485-2318	LaitramLTC.com LTCHelp@agis.com
Orthopedic Alternative	Regenexx	(866) 623-9001	regenexxbenefits.com/laitram
Fertility	Progyny	(833) 215-5344	progyny.com
Bariatric Surgery	BARInet	(855) 415-9230	barinet.com

*NOTE: This guide is intended to summarize the benefits available to you through your employer. The actual determination of your benefits is based solely on the plan documents provided by the carrier of each plan. This summary is not legally binding, is not a contract, and does not alter any plan documents. For additional information, please refer to the Summary Plan Description.*





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