GRACE MGMT INC.

A CPF LIVING COMPANY

Transition and Benefits Information for The Everlys

Transition Details

- Date of Transition: December 1, 2026
- New Hire Paperwork: to be completed digitally week of November 9th
- Timeclocks: 2 have been ordered. If not operational by Day 1, track time using paper timecards

Vacation Balances

- Current vacation balances will be carried over from your current ownership

Vacation Accrual

- Full-time associates will accrue vacation as follows:

Length of Service Completed	Accrual Rates Days per Month	Max Days per Year
1-3 Years	.83 (6.67 Hours)	10 Days (80 Hours)
4-9 Years	1.25 (10.0 Hours)	15 Days (120 Hours)
10+ Years	1.67 (13.36 Hours)	20 Days (160 Hours)

- Current associates retain their original hire date and begin accruing time off from Day 1
- New associates (less than 90 days): Begin accrual 1 month after hire date

Sick Leave

- Available to full-time associates
- Accrual rate: 4 hours per month
- Sick leave is available after 90 days of full-time employment
- Unused sick leave carries over year to year to a maximum accumulation of 120 hours

Paid Holidays

6 Paid Holidays + 1 Personal Holiday:

- January 1 – New Year's Day
- May – Memorial Day
- July 4 – Independence Day
- September – Labor Day
- November – Thanksgiving
- December 25 – Christmas
- 1 Personal Holiday

401(k) Enrollment

- Available after 1 year of service based on original hire date
- Immediate rollover possible, but contributions delayed for one year unless you have over a year of service
- Eligibility notification will be sent from Empower
- Company match is discretionary and allocated annually (Q1 or Q2)

UKG User ID

- Provided by visiting HR week of November 9th.

Pay Periods & Payroll

- Pay Periods: Bi-weekly, starting every other Sunday
- First Pay Period: December 1-12
- First Paycheck: December 18
- Paydays: Every other Friday
- Payroll is processed by the home office

I-9's and additional new hire paperwork

- Onboarding paperwork will be sent via Docusign and finalized during the HR visit week of Nov 9th. Grace HR team onsite for assistance with this process

Benefits Enrollment

Enrollment Window: November 16 – November 22 through UKG

- Must complete via UKG web browser, benefit enrollment not available on app
- Benefit enrollment is self-enroll

Effective Dates:

- Hired on or before November 1, 2026: Benefits effective December 1
- Hired after November 1, 2026: Benefits effective January 1, 2027

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Benefit question resources:

- For medical questions
  - Cigna One Guide Representative
  - 888-806-5042
- For all plans
  - Claims Consultants
  - 847-598-8715
  - Mwil.claimseb-app@marshmma.com
- For both, specify becoming associate of Grace Management

Benefit Guides:

- Available digitally on the Associate Resource Page (Business card QR code)
- Plan information also available during the enrollment process

Important: This is the only enrollment period for the acquisition and for our 2026-2027 plan year. Grace's plan year is 5/1/26-4/30/27. Elections made will be effective until April 30, 2027.