



**ResolveTech
Solutions Inc.**

Just a quick glimpse to our benefit plan

Holidays

A new list of the observed holidays will be distributed to employees at the beginning of each calendar year. Eligible employees are entitled to the following holidays, as observed by the Company:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day Eve
- Christmas Day
- New Year's Eve

Other days or parts of days may be designated as holidays with pay at the sole discretion of Management. No holiday pay will be paid to an employee who is on an unpaid status, on any leave or absent due to workers' compensation. If a holiday falls on a Sunday, the holiday will be observed on the following Monday. If holiday falls on a Saturday, the holiday will be observed on the preceding Friday. Employees placed at an off-site location should comply with the schedule assigned by the on-site manager.

Vacation Leave

Eligible employees may accrue paid vacations. If applicable, employees normally working less than full time will have their accrual prorated to reflect the percentage of the full week that is worked. Vacation begins to accrue immediately, and newly hired employees may begin using the time immediately. Vacation time is accrued each month, and is earned each month. Employees are encouraged to take their vacation time each year. Vacation time stops accruing once a maximum cap of one times accrual rate is reached. Employees' vacation time is based on a calendar year. Employees cannot carry over unused vacation time from one year to the next.

Employment Years	Vacation Earned (Days)
01	12
02	12
03	12
04	12
05	12
06	15
07	15
08	15
09	15
10	15
11+	15

Vacations provide a break beneficial to both the Company and the employee. Therefore employees are encouraged to take vacations annually.

Employees are not paid wages in lieu of unused vacation time. All accrued vacation not taken at the time an employee separates from the company will be paid upon departure when two (2) weeks' notice is given.

Given that we work on projects with tight deadlines and delivery dates, vacations need to be scheduled with the appropriate on-site manager with sufficient notice so as to not disrupt the workplace.

For more information on paid vacation eligibility, the vacation accrual schedule, the maximum vacation accrual cap, or any other related matter, please contact your direct supervisor.

Bereavement Leave

A full-time Regular employee of the Company may request a leave of absence with pay for a maximum of 2 day(s) following the death of an immediate family member. Immediate family is defined as: Spouse, Children, Siblings, Grand Parents, Parents and Parent in-Laws.

Family, Medical and Pregnancy Leave

The Company complies with all state and federal regulations pertaining to leaves related to serious health conditions of family members, serious health conditions of employees and pregnancy related disabilities.

Health And Welfare Insurance Benefit Programs

Health insurance coverage – 100% for the employee and 50% for the family

Regular full-time employees are eligible for the following benefits: Medical Insurance, Dental Insurance and Life Insurance. Regular full-time employees become eligible to participate after 30 days. Employees need to complete and submit the application form(s) as instructed by the deadline in order to be enrolled into the plan. Employees wishing to decline coverage need to sign and submit the waiver form. Employees who waive coverage but are still eligible for coverage will be notified as appropriate at the time of open enrollment or may contact HR if there has been a life event which might qualify for them coverage during the enrollment year.

The Company reserves the right to change or terminate health plans or any other benefits at any time. Employees who leave the Company may be eligible for group health insurance continuation based on state or federal regulations.

Military Leave

If you are on an extended military leave of absence, you are entitled to be restored to your previously held position or similar position, if available, without loss of any rights, privileges or benefits provided you meet the requirements specified in the Uniformed Services Employment and Reemployment Rights Act (USERRA).

An employee who is a member of the reserve corps of the armed forces of the United States or of the National Guard or the Naval Militia will be granted temporary leave of absence without pay while engaged in military duty as required by state employment law. A letter from your commanding officer is required to establish the dates of duty.

Jury Service Leave

If you are summoned to report for jury duty, you will be granted a leave of absence when you notify and submit a copy of the original summons for jury duty to your direct supervisor. You are to report to work on any day, or portion thereof that is not actually spent in the performance of jury service. For each week of jury duty, a certificate of jury service shall be certified by the Court and filed with the Company no later than Wednesday of the following week.

During your jury duty, your leave will be paid at your regular rate of pay for 5 days.

Any compensation provided during jury duty or fees received for jury duty, including travel fees, will be in accordance with federal and state regulations.

Witness Leave

If you are requested to serve as a witness, you will be granted a witness leave for such time as it is necessary to comply with the request. You are to report to work on any day, or portion thereof that is not actually spent in the performance of serving as a witness. For each week of witness leave, a certificate of service shall be certified by the Court and filed with the Company no later than Wednesday of the following week.

Any compensation provided during witness leave or fees received for serving as a witness, including travel fees, will be in accordance with federal and state regulations.

Voting Leave

If you cannot vote because of your scheduled work hours, you will be given 3 hours to vote in any state or federal election.

Any compensation or time off provided for voting leave will be in accordance with federal and state regulations.

Personal Leave of Absence

Eligible employees may request a personal leave of absence without pay. You must submit your request in writing and state the date the leave is to begin, the date of return to work, and the reasons for the leave. You will receive either written approval or denial of the request. If approved, you must use your leave of absence for the approved reason or purpose. Any applicable accrued time-off, longevity, and other benefits are not earned during an unpaid leave of absence. Any applicable paid holidays that fall within the leave of absence are not paid. If you fail to return to work on the scheduled date of return, you will be considered to have abandoned your position and to have voluntarily terminated your employment.

For more information on unpaid personal leave of absence eligibility, the maximum time off allowed, or any other related matter, please contact your direct supervisor.

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