



BENEFITS SUMMARY

Government Employees

SEPT 1, 2024 - AUG 31, 2025



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401(k)

ALKU's 401(k) is managed by Fidelity Investments.

Eligibility: Full-time employee after 30 days of tenure.

Match: ALKU contributes a yearly discretionary match that varies based on both company performance and your total contributions for the plan year.

Vesting: Employees are fully vested at 4 years.

YEARS OF SERVICE	AMOUNT VESTED
0>	0%
1	25%
2	50%
3	75%
4	100%

Time Off

Paid Time Off: Employees receive 15 days of paid time off per year, accrued at 1.25 days per month. To receive vacation approval, submit requests to your ALKU Program Manager at least 4 weeks in advance. Allowed PTO increases with tenure:

- Start date to 3 years: 15 days per year.
- 3 years to 6 years: 18 days per year
- 6 years and beyond: 21 days per year

Borrowing: Borrow up to 40 hours (5 days) against PTO hours before becoming eligible for Leave Without Pay (LWOP). Subject to ALKU's approval.

Banking: Additional hours may be "banked" in two different scenarios for future PTO.

1. Over Time hours: Any hours worked over 40 in a given workweek.
2. Holidays: Any hours worked on a holiday for a maximum of 8 hours.

Cashing: Unused, accrued PTO hours, may be cashed in at a one-time occurrence in June of the calendar year. Subject to ALKU's approval. The following requirements must be met:

1. Minimum of 80 accrued hours.
2. Accrued PTO hours cannot fall below a minimum of 80 hours after cashing in.

Example: Jane Smith has a 95-hour PTO balance on June 1st, making her eligible to cash in a maximum of 15 hours, bringing her accrued PTO balance back down to 80 hours.

Holiday Schedule: Employees receive the following holidays off: New Year's Day, Martin Luther King Day, Memorial Day, Juneteeth, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving and Christmas Day.

Deferred Holidays: With approval from both ALKU Program Manager and Client Manager, work a Government Holiday and defer the hours for additional PTO. Deferred Holidays cannot



be carried over from year to year, so if employees do not use the deferred Holiday time within the calendar year, they will not be carried out or cashed out.

Official Facility Closure: Employees are eligible for 8 hours of Official Facility Closure (OFC) annually. This is defined as when the Facility they work in officially closes, therefore unable to go to work. Instead of using PTO for a facility closure:

1. Use up to 8 hours of OFC.
2. Use Leave Without Pay (LWOP).

Military Leave: Active Military members have up to 80 hours of MIL-LEAVE per calendar year. This can only be used while out of work on Military Orders.

Upon return from MIL-LEAVE, the employee will have 90 days to submit a copy of their Military pay statement showing the number of hours used, as well as their pay amount from the Military during the specific time period they used MIL-LEAVE.

Fringe Benefits

Referral Bonus: Are paid after your referral has worked with ALKU for 45 days.

1st Referral: \$1000

2nd Referral: \$2500

3rd Referral: \$5000

Training Allowance: Employees are eligible for up to \$5,000 per year for training, subject to ALKU's approval. Eligibility begins after 180 days of employment with ALKU.

Student Loan Reimbursement: Employees receive \$7,500 towards their student loans over the course of 5 years. Eligibility begins after a year of employment.

Requirements: Degree must be from an accredited college or university, loan must be for the employee, under their name and employee must be active at the time of reimbursement.

Enrollment and Payment: Quarterly enrollment. Payments will be made directly from ALKU to the loan originator. Annual payments towards these loans will be made based on the following schedule:

YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
\$1,000	\$1,000	\$1,000	\$1,000	\$3,500

Employee Assistance Program (EAP): Free 24/7 confidential counseling for personal issues such as family matters, relationships, parenting, emotional stress, and substance dependencies. Click [here](#) to learn more.



Fitness Reimbursement: A reimbursement of 50% of an employee's fitness membership (up to \$50 per month). Detailed proof of payment is required.

Maven: A comprehensive app offering professional support for family planning, including personalized care advocacy for maternity, paternity, adoption, appointment planning, returning to work, menopause and much more.

Discounts @ ALKU: Access to exclusive discounts on entertainment, healthy living, vacations, and more through a free platform.

Pet Insurance: ALKU offers pet protection through MetLife, providing comprehensive coverage at a competitive price. Click [here](#) to learn more.

Verizon Discount: 8% discount for those with a Verizon cellphone plan. To take advantage, the plan must be under your name and cannot be combined with an unlimited plan. Sign up by reaching out directly to Verizon and providing them with your ALKU email address or a recent pay stub.

Medical Insurance

Administered by UMR, using the UnitedHealthcare Choice Plus Network
Using in-network providers will allow you to maximize your health benefits. Click [here](#) to find in-network providers.

The plan year runs from September 1st, 2024 – August 31st, 2025.

Eligibility: Employees must complete their enrollment within their first 30 days of employment for medical benefits, and if elected, become effective on the 1st day of employment. In order to maintain benefits eligibility, employees must regularly work 30 or more hours a week or an average of 130 hours a month. If the hours required to maintain benefits eligibility are not met, you may be subject to cancellation of benefits and will then be eligible to continue your coverage through COBRA.

Qualifying Life Event: Events such as getting married, having a baby, or losing coverage, allow you to enroll in health insurance outside the annual Open Enrollment Period. Life change events must be submitted within 30 days of the event with supporting documentation.

Termination of Coverage: Coverage ends on your last day of employment. You have the option to continue your coverage by enrolling in COBRA.

Eligible Dependents: Eligible dependents include spouse, domestic partner, children, stepchildren, and any child under your care who financially depends on you. You can



include eligible children on your plan until they reach age 26. Note, you will be required to provide documentation to verify your dependents.

Coverage Continuation on Military Leave: Will vary based on the length of leave.

1. Employees taking 10 days (80 hours) or less: Use 80 hours of PAID military leave (LES+ALKU supplement to match your salary). Benefits are uninterrupted.
2. Employees taking between 10 days and 31 days: Use 80 hours of PAID military leave and then have the option to voluntarily use PTO (if available) or you can go LWOP (leave without pay). Benefits are uninterrupted.
3. Employees taking more than 31 days: Use 80 hours of PAID military leave and then have the option to voluntarily use PTO (if available) or you can go LWOP (leave without pay). If you have more than 31 days of planned Military Leave, as soon as you start LWOP, your ALKU benefits will discontinue, and you may elect to continue healthcare coverage as provided under COBRA at your own expense. Upon return to employment with ALKU, original benefits are reinstated.

Choosing the right plan for you and your family starts with understanding the networks:

PPO Network

Offers a broad network of healthcare providers, both in and out of network.

Provides flexibility to see specialists without referrals, but costs are lower when using in-network providers.

Learn more about the PPO Plan [here.](#)

EPO Network

Provides flexibility to see in-network specialists without referrals. Limits coverage to providers within the network, except for emergencies.

Learn more about the EPO Premier plan [here.](#)

Learn more about the EPO \$2000 plan [here.](#)

High Deductible Health Plan (HDHP)

Offers higher deductibles and lower premiums. Covers preventive care before the deductible, and when paired with an HSA, allows tax-free savings for medical expenses, offering flexibility and potential cost savings.

Learn more about the HDHP plan [here.](#)



Health Plans Comparison

Plan Options	PPO Plan	HDHP Plan	EPO \$2000	EPO Premier
Deductible Individual (In-network/Out-of-network) Family (In-network/Out-of-network)	\$2,000/\$2,250 \$4,000/\$4,500	\$4,000/\$4,250 \$8,000/\$8,500	\$2,000 \$4,000	Individual: \$0 & \$1,000 Inpatient Only Family: \$0 & \$2,500 Inpatient Only
Coinsurance (In-network/Out-of-network)	100% / 80%	100% / 80%	100%	100%
Out-of-pocket Max Individual (In-network/Out-of-network) Family (In-network/Out-of-network)	\$5,450/\$5,950 \$10,900/\$11,900 Includes Deductible	\$6,450/\$6,950 \$12,900/\$13,900 Includes Deductible	\$5,450 \$10,900	\$5,450 \$10,900
Physician Services (In-network) Well Adult/Well Child Physician Office/Specialist/X-Ray/Lab Diagnostics	Annual Well Visit: 100% Covered Physician Visit: \$15 Copay Specialist Visit: \$15 Copay Diagnostic Labs: 100% covered after deductible	Annual Well Visit: 100% Covered All others listed: 100% covered after deductible	Annual Well Visit: 100% Covered Physician Visit: \$20 Copay Specialist Visit: \$35 Copay Diagnostic Labs: 100% covered after deductible	Annual Well Visit: 100% Covered Physician Visit: \$25 Copay Specialist Visit: \$40 Copay Diagnostic Labs: \$75 Copay
Emergency Room	\$150 Copay After Deductible	\$150 Copay After Deductible	\$150 Copay	\$150 Copay
Urgent Care (in-network)	\$15 copay	100% covered after deductible	\$20 Copay	\$25 Copay
Prescription Drugs (In-network) Generic/Formulary/Non-Formulary	Individual OOPM: \$1,000 Family OOPM: \$2,000 \$15 / \$30 / \$50	In-Network: \$15 / \$30 / \$50 <i>All after deductible</i>	Individual OOPM: \$1,000 Family OOPM: \$2,000 \$15 / \$30 / \$50	Individual OOPM: \$1,000 Family OOPM: \$2,000 \$15 / \$30 / \$50

Weekly Premiums

	PPO Plan	HDHP Plan	EPO \$2000	EPO Premier
Employee	\$ 0	\$ 0	\$ 0	\$ 0
Employee + Spouse	\$ 0	\$ 0	\$ 0	\$ 0
Employee + Child(ren)	\$ 0	\$ 0	\$ 0	\$ 0
Family	\$ 0	\$ 0	\$ 0	\$ 0



Prescription Insurance

Administered by UMR through OptumRx.

Visit optumrx.com for a secure way to manage prescription benefits online.

Prior Authorization Process: Ensures correct use of certain medications; contact customer service or your provider to start. Provide prescription and medical history details. Reviews may take several days.

Specialty Pharmacy Information: Specialty medications require specific handling. Services include home/office delivery, 24/7 pharmacist support, and help with side effects and treatment adherence. Contact your Specialty Pharmacy for personalized care.

Understanding Your Formulary: A formulary lists covered drugs, categorized into cost tiers. Review it to understand coverage and discuss cost-effective treatment options with your doctor.

Step Therapy Overview: Requires trying lower-cost alternatives before more expensive drugs. Your plan may necessitate trying one or more similar medications first. Consult your doctor to follow the Step Therapy process.

Tax Advantage Savings Accounts

Administered by Health Equity.

Register your account to manage it, check claims, and more.

Dependent Care Account (DCA): Contribute pre-tax dollars to your HealthEquity account for eligible Dependent Care Expenses.

Ex: Preschool, daycare, babysitting, after-school programs, and adult day care.

Note: DCAs have a use-it-or-lose-it provision. Limits apply based on expense date, not billing/payment date.

Flexible Spending Account (FSA): Save pre-tax dollars in your HealthEquity FSA to cover qualified medical, dental, and vision expenses for yourself and tax dependents.

Note: FSAs have a use-it-or-lose-it provision.

2024 Contribution Limits

Maximum Contribution: \$5,000 annually
(\$2,500 if married filing separately)

Monthly maximum of \$200 per child, \$400 for two or more if spouse is a non-working student

2024 Contribution Limits

Maximum Contribution: \$3,200
Rollover: \$640



Health Savings Account (HSA): A bank account paired with your HDHP allows you to set aside money on a tax-free basis to pay for out-of-pocket qualified medical, dental, and vision expenses at any time. You own the money in your HSA account even if you change plans or retire. Funds roll over annually.

2024 Contribution Limits

Individual: \$4,150
 Family: \$8,300
 Over 55 Catch-up: \$1,000

Health Reimbursement Account (HRA): With ALKU's medical coverage, you receive a complimentary benefit where they contribute to your deductible.

MEDICAL PLAN	ALKU PAYS	EMPLOYEE PAYS
PPO & EPO Plans	First \$1,000 per individual / \$2,000 per family in deductible expenses.	Remaining deductible expenses.
HDHP Plan	Middle \$1,000 per individual / \$2,000 per family in deductible expenses.	First \$1,600 per individual / \$3,200 per family in deductible expenses.

How it works:

- Present your UMR card when visiting provider. You will not pay deductible-related costs upfront, but there may be a copay.
- HealthEquity processes claims under ALKU's HRA plan.
- Add your banking information to your HealthEquity portal for seamless reimbursements. A \$2 fee applies for checks if EFT information is not provided.
- The employee is always responsible for paying the provider.

Accident insurance

The Accident Plan offered through Guardian provides set dollar amounts for covered accidents that occur on and off the job, with benefits varying based on the type and severity of the accident.

ACCIDENT COVERAGE	EMPLOYEE	SPOUSE	CHILD(REN)
Benefit Amount	\$25,000	\$12,500	\$5,000
Accident Coverage Type	On and Off Job		

	Weekly Premiums
Employee	\$3.39
Employee + Spouse	\$5.22
Employee + Child(ren)	\$5.26
Family	\$7.09

Dental Insurance

The PPO dental plans¹, offered through Guardian, allow you to choose any dentist, in or out of network. You will save more with in-network dentists, particularly within Tier 1.

Reimbursements for non-network dentists are based on local average fees. Find in-network providers [here](#).

DentalGuard Preferred Network	Option 1: BASE		Option 2: BUY UP	
	In-Network	Out-of-Network	In-Network	Out-of-Network
Calendar Year Deductible				
Individual Family Limit Waived for	\$25 3 per family Preventive	\$25 3 per family Preventive	\$25 3 per family Preventive	\$25 3 per family Preventive
Co-Insurance Preventive Care (e.g., cleanings) Basic Care (e.g., fillings) Major Care (e.g., crowns) Orthodontia	100% 90% 60% 50%	100% 80% 50% 50%	100% 90% 60% 50%	100% 80% 50% 50%
Annual Maximum Benefit	\$1,000		\$2,000	
Lifetime Orthodontia Maximum (Children & Adults)	\$500		\$2,000	
Dependent Age (Non-Student/Student)	Ortho to age 19/All other benefits to age 26		Ortho to age 19/All other benefits to age 26	

For more details about plan options, click [here](#) or refer to the enrollment experience in UKG.

Weekly Premiums

	Base	Buy-Up
Employee	\$ 0	\$ 2.05
Employee + Spouse	\$ 0	\$ 4.71
Employee + Child(ren)	\$ 0	\$ 4.35
Family	\$ 0	\$ 7.78

Vision Insurance

These two plans are provided through Guardian.

VSP Vision Plan: Maximize your benefits by visiting one of VSP's network locations, including Visionworks and contracted Pearle Vision locations.

¹ Texas requires dental insurance plans to be passive PPOs, meaning out-of-network coinsurance must match in-network levels, with a 10% increase for Basic and Major categories. If this applies to you, you'll receive more information from the Benefits team.



Davis Vision Plan: Maximize your benefits by visiting one of Davis Vision’s network locations including retail centers such as Costco, Target, Visionworks and Warby Parker.

Plan Choices:	VSP Vision		Davis Vision	
	In-Network	Out-of-Network	In-Network	Out-of-Network
Covered Services:				
Office Visit Copay	\$10		\$10	
Materials Copay	\$25		\$25	
Frames	80% of amount over \$150	Amount over \$70	80% of amount over \$150	Amount over \$120
Costco Frame Allowance	Amount over \$80	Not applicable	N/A	Not applicable
Elective Contact Lenses (In lieu of frames and lenses)	Amount over \$150	Amount over \$120	N/A	N/A
Contact Lenses (Medically Necessary* with prior approval)	\$0	Amount over \$210	\$0	Amount over \$210
Contact Lenses (Fitting and Evaluation)	15% off UCR	Not Applicable	N/A	N/A
Laser Correction Surgery Discount	Up to 15% off the usual charge or 5% off promotional price	Not applicable	Savings of 20-35% off national average price through Davis laser vision network	Not applicable
Service Frequencies:				
Exams	Every calendar year		Every calendar year	
Lenses	Every calendar year		Every calendar year	
Frames	Every other calendar year		Every other calendar year	

For more details about plan options, click [here](#) or refer to the enrollment experience in UKG.

Weekly Premiums

	VSP Vision	Davis Vision
Employee	\$ 0	\$ 0
Employee + Spouse	\$ 0	\$ 0
Employee + Child(ren)	\$ 0	\$ 0
Family	\$ 0	\$ 0

Life & Disability Insurance

Administered by UNUM

Basic Life and AD&D Insurance: Offers financial protection for your loved ones if you pass away from a covered accident or illness. Your chosen beneficiary receives a benefit in such cases. The cost of this benefit is 100% paid for by ALKU.



BASIC LIFE / ACCIDENTAL DISMEMBERMENT	
Benefit Amount	1x Basic Annual Earnings per employee to a maximum of \$150,000 - Life 1x Basic Annual Earnings per employee to a maximum of \$150,000 - AD&D

Voluntary Term Life and AD&D Insurance: Additional life insurance at an additional cost, which varies based on your age and the amount of coverage you choose. Premiums may increase as you age.

	EMPLOYEE	SPOUSE	CHILD(REN)
Coverage Increments	\$10,000	\$5,000	N/A
Maximum Benefit Amount	Lesser of 5x Annual Earnings or \$1 million	\$100,000	\$1,000 (up to 6 months) \$10,000 (6 months+)
Guaranteed Issue Amount	\$150,000	\$30,000	\$10,000

Evidence of Insurability (EOI) is mandatory if your elected coverage exceeds the guaranteed issue amounts. EOI may also be required annually if you opt for or increase coverage beyond the allowable limit of \$10,000.

Short & Long-Term Disability: If you become ill or suffer an injury that prevents you from working, this form of disability insurance replaces a portion of your income for a defined maximum period. The cost of this benefit is 100% paid for by ALKU.

DISABILITY COVERAGE	SHORT-TERM	LONG-TERM
Waiting Period	Begins on the 8 th day of continuous injury or illness	Begins on the 91 st day of continuous injury or illness
Benefit Amount	60% of weekly earnings up to 12 weeks	60% of monthly earnings up to age 65 or age of retirement
Maximum Benefit	\$2,000 per week	\$6,000 per month
Premium Contribution	Company Paid	Company Paid

Tips To Save Money

Accessing Medical Care

Avoid ER visits for non-emergencies.

Consider:

- **Doctor's Office:** For immediate, non-extreme symptoms.
- **Convenient Care Clinics:** For common ailments and services.
- **Urgent Care:** Cheaper than ER for minor issues.

Prescription Drugs

- Ask for generic versions.
- Use Generic Prescription Savings Programs at major retailers.
- Inquire about free samples and manufacturer rebates.

High-Cost Scans, X-Rays, & Tests

- Choose in-network, free-standing imaging centers.
- Scans (MRI, PET, CT) are up to 2/3 less costly compared to hospitals.

Contact Information

For any questions pertaining your benefits, please contact the Benefits Team at benefits@alku.com.

If you wish to contact the carriers for any specific questions pertaining to the plan coverages, you can do so using the information below.

Carrier	When to reach out	Website	Phone Number
UMR	Questions pertaining to health insurance plans.	Umr.com	1800-826-9781
Guardian	Questions pertaining to dental, vision and/or accident plans.	www.guardianlife.com	888-482-7342
HealthEquity	Questions pertaining to any of the tax advantage savings account.	www.my.healthequity.com	866-735-8195
UNUM	Questions pertaining to any of the life and/or disability benefits.	www.unum.com/employees	866-679-3054
MetLife	Questions pertaining to pet insurance.	www.metlife.com/getpetquote	1-800-GET-MET8
OptumRx	Questions about your Rx. Mail in service.	optumrx.com	1-800-356-3477