

2851 Joe Dimaggio Blvd
Suite 33 & 34
Round Rock, Texas 78665



Employee Benefits

Last updated: January 2024

TABLE OF CONTENTS

Welcome.....	3
Employee Benefits.....	4
Medical, Dental and Vision.....	4
Paid Time Off (PTO).....	4
Sick Leave.....	5
Observed Holidays.....	7
Holiday Pay.....	7
Parental Leave Policy.....	8
Hybrid Policy.....	9

Welcome

Welcome to **Teapioca International!** We are delighted that you have chosen to join our organization and hope that you will enjoy a long and successful career with us. As you become familiar with our culture and mission, we hope you will take advantage of opportunities to enhance your career and further **Teapioca International's** goals.

You are joining an organization that has a reputation for outstanding leadership, innovation, and expertise. Our employees use their creativity and talent to invent new solutions, meet new demands, and offer the most effective services/products in the industry. With your active involvement, creativity, and support, **Teapioca International** will continue to achieve its goals. We sincerely hope you will take pride in being an important part of **Teapioca International.**

Please take time to review the policies contained in this handbook. If you have questions, feel free to ask your supervisor or manager.

Employee Benefits

Teapioca International recognizes the value of benefits to employees and their families. Our organization is committed to providing a comprehensive and competitive employee benefits package to attract, retain, and support a diverse and talented workforce. This Employee Benefits Policy outlines the benefits available to eligible employees.

Medical, Dental & Vision Insurance

Full-time employees are entitled to health insurance coverage, with half of the health insurance premium being covered. To avail this benefit, please forward your health insurance premium details to the Accounting department. The coverage includes basic health, dental, and vision insurance but is exclusive to the employee and does not extend to spouses or children. Eligibility for medical, dental & vision insurance is granted to full-time employees working 30 hours or more per week, and coverage begins immediately upon employment.

Paid Time Off (PTO)

At Teapioca International, we understand the significance of taking breaks to unwind, connect with family, and indulge in leisure activities. In acknowledgment of this, the company offers paid vacation time to full-time employees, actively encouraging them to utilize this benefit throughout the year. Paid Time Off (PTO) is accessible to employees working consistently for 32-40 hours per week, with the accrual amount determined by the employee's years of service. Our work week is structured as 5 days of work and 2 days off.

Employees will accrue paid vacation according to the following schedule (annual totals should be rounded to the nearest whole day. Service periods are in calendar year):

<u>Service Period</u>	<u>Vacation Accrual</u>
0 to 5 years	2 weeks
6 to 10 years	3 weeks
11 to 15 years	4 weeks
16 to 20 years	5 weeks (maximum)

Employees are not allowed to take paid vacation until they have earned or accrued the vacation time. Paid vacation begins to accumulate for new employees once they have completed 60 days of employment.

Vacation plans should be submitted to supervisors at least 2 weeks in advance, and vacations may be scheduled in increments of 1 full workday, up to a maximum of 2 weeks in a row. Managers retain the right to determine when employees can take their vacations.

PTO expires on December 31st, with no rollover into the next year. To make the most of PTO benefits, it is recommended to plan and use the allotted time off during the January 1st to December 31st timeframe.

Should an employee opt to borrow vacation days early in the year and subsequently depart before the year concludes, the deducted paid vacation time will reflect on their final paycheck.

If an employee's employment terminates, they will be compensated for unused vacation time accrued during the calendar year of termination.

Sick Leave

Eligibility:

Teapioca International provides regular, full-time employees with paid sick days. Employees become eligible for sick days after completing 60 days of employment.

Accruals:

- Employees accrue one hour of paid sick leave for every 30-40 hours worked.
- Employees are not entitled to accrue paid sick leave for hours paid while not working (such as vacation, paid holidays, or while using paid sick leave).

Pay During Sick Leave:

Employees will be paid their “normal hourly compensation” for each hour of paid sick leave used.

Authorized Use for Sick Time:

Sick days are not intended to be used as a substitute for vacation days, but sick days may be used for scheduled medical procedures and if an employee needs to provide care for a family member (definition below) who is ill for:

- Employees may use their accrued, unused paid sick leave hours to care for themselves or a family member (definition below) for:
 - Mental or physical illnesses, injuries, or health conditions;
 - The need for medical diagnosis, care, or treatment of mental or physical illnesses, injuries, or health conditions; or
 - The need for preventive medical care.

- For the use of paid sick leave for an employee’s family member, family member is defined as:
 - A child;
 - Including a biological, adopted, or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status
 - A parent;
 - Including a biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child
 - A spouse;
 - A registered domestic partner;
 - A grandparent;
 - A grandchild; or
 - A sibling.

Carryover:

Employees may not carry accrued sick days over from one year to the next. The maximum accrual allowed for full-time employees is 40 hours. Once an employee reaches the maximum accrual limit, further accrual will be suspended until sick leave is utilized, bringing the balance below the cap,

Notification:

If the need for sick leave is foreseeable, employees are required to give at least 30 days’ advance notice (e.g., a planned medical treatment) whenever possible. If the need for sick leave is not foreseeable, employees are asked to notify their supervisor as soon as is practical.

Medical Certification:

For sick leave exceeding three consecutive days, employees may be required to provide a medical certificate or documentation from a healthcare professional verifying the need for extended sick leave. Employees on extended sick leave must provide a fitness-for-duty clearance from a healthcare professional before returning to work. This ensures a safe and healthy work environment for all employees.

Any abuse or fraudulent use of sick leave may result in disciplinary action, up to and including termination.

Except as required by state law, unused sick days are forfeited when an employee’s employment ends for any reason.

Holidays

As a benefit to employees, Teapioca International provides time off with pay in recognition of certain holidays. Holidays provide employees with opportunities to rest, recharge, and spend time with loved ones. All full-time employees, receive a total of six paid company holidays during the calendar year.

Teapioca International observes the following holidays:

1. New Year Day
2. Memorial Day
3. Independence Day
4. Labor Day
5. Thanksgiving Day
6. Christmas Day

The official company Employee Portal (Intranet) will contain an up-to-date list of holidays for the current year. Employees are encouraged to refer to the portal for accurate and detailed information regarding holidays.

Holiday Schedule:

Please note that the observed holidays may vary annually, and additional holidays may be added depending on the calendar year. The company will communicate the holiday schedule well in advance to provide employees with sufficient time to plan. In the event of any changes to the holiday schedule, timely updates will be communicated through official channels.

Holiday Pay

Eligibility:

All full-time hourly and exempt salaried employees qualify for holiday pay, gaining eligibility immediately upon their commencement with the company. Part-time and temporary employees, including summer employees, are not eligible for holiday pay.

Calculation of Holiday Pay:

Holiday pay shall be at the employee's regular straight-time rate, inclusive of shift premiums, times the employee's regularly scheduled hours. Employees on a 30-hour work week will receive holiday pay based on 6 hours, while those on a 40-hour work week will receive holiday pay based on 8 hours (not to exceed 8 hours).

Absence on the Workday Before or After the Holiday:

To receive holiday pay, an eligible employee must be at work or taking an approved absence on the workdays immediately preceding and immediately following the day on which the holiday is observed. Employees are expected to work their scheduled shifts on the workday before and after a designated holiday to qualify for holiday pay. Absences may be subject to company policies on leave and attendance. An approved absence is a day of paid vacation or paid sick leave. If an employee is absent on one or both of these days because of an illness or injury, the company may require verification of the reason for the absence before approving holiday pay.

Religious Observances:

Employees who need time off to observe religious practices or holidays not already scheduled by the company should speak with their supervisor. Depending upon business needs, the employee may be able to work on a day that is normally observed as a holiday and then take time off for another religious day. Employees may also be able to switch a scheduled day with another employee, take vacation time, or take off unpaid days. The company will seek to reasonably accommodate individuals' religious observances.

Parental Leave Policy

Teapioca International recognizes the importance of providing support to employees during significant life events such as the birth of a child. Our Parental Leave Policy is designed to offer essential time off and assistance to both mothers and fathers during the crucial early stages of parenthood.

Maternity Leave for Mothers:

Parental leave is reserved for mothers of newborn babies, allowing them the necessary time to rest and nurture their child. The benefit includes:

- **2 weeks of paid vacation:** Equivalent to 10 days, based on an 8-hour workday.

If additional time is required, employees can choose to extend their leave up to 12 weeks. The period beyond the initial 2 weeks will be unpaid, but Teapioca International commits to holding the employee's current position for up to 12 weeks, understanding the varying needs of new mothers. Maternity Leave may be subject to adjustments based on the individual situation of the mother.

Paternity Leave for Fathers:

Paternity leave is available for fathers legally married to the mother of the child, allowing them to support their family during the early stages of parenthood. The benefit includes:

- **1 week of paid vacation:** Equivalent to 5 days, based on an 8-hour workday.

It's important to note that additional documentation may be required to validate the eligibility of Paternity Leave. This policy is exclusively for legally married husbands.

Requesting Parental Leave:

Employees seeking parental leave are required to provide advance notice to their immediate supervisor and the Human Resources department. The company will work closely with employees to accommodate their needs while ensuring a smooth transition during their absence.

Hybrid Work Policy

This Hybrid Working Policy outlines the framework and guidelines for employees who are eligible to work in a hybrid model, combining both remote work and in-office presence. The policy is designed to promote flexibility, collaboration, and a healthy work-life balance.

Eligibility:

Employees residing within a 50-mile radius from the office are eligible for hybrid working. The eligibility criteria may be subject to change based on business needs.

Work Schedule:

Hybrid workers are expected to be present in the office 3 days a week. The specific days will be determined in collaboration with management and may be adjusted based on business requirements. On days when employees are not required to be in the office, they are encouraged to work remotely. This may involve telecommuting from home or any other suitable location.

Equipment and Resources:

Employees working remotely are responsible for ensuring they have the necessary equipment and a secure, productive work environment. The company will provide the required resources to support remote work to the best extent possible.

Flexibility and Adaptability:

The hybrid working model requires flexibility and adaptability from both employees and the organization. Changes to the hybrid work schedule or policies may occur based on evolving business needs, and employees are expected to adapt accordingly.

Security and Confidentiality:

Remote workers must adhere to the company's security and confidentiality policies. All necessary measures should be taken to ensure the security of company data and information. This Hybrid Working Policy will be periodically reviewed and updated to align with the evolving needs of the business and the workforce.

Teapioca International reserves the right to modify, revoke, suspend, terminate, or change any part of this policy, in whole or in part, at any time.