

## SECTION 5.0 | OPTIONAL EMPLOYEE BENEFITS

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### 5.1 | Holidays

*Revised: 09/21/2022 | Effective: 04/30/2020*

Hindsight Electric, LLC provides 8 hours of holiday pay to all eligible regular full-time employees for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Black Friday, Christmas Eve, Christmas Day, New Year's Eve, and your Birthday.

When a holiday falls on Sunday, the following Monday shall be observed. When a holiday falls on Saturday, the preceding Friday will be observed. Certain holidays shall be observed on the day on which it falls.

Nonexempt employees working on a designated holiday will be paid for the holiday regular time and a half hour rate for those hours worked. Exempt employees will be allowed a different day off with pay.

Part-time and temporary employees are not eligible for holiday pay.

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### 5.2 | Vacation

*Revised: 09/01/2025 | Effective: 04/30/2020*

Paid vacation is one of the ways Hindsight Electric, LLC recognizes length of service, performance and to show our appreciation by providing time off with pay.

#### **Eligibility**

Regular, full-time, and part-time employees are eligible to begin accruing paid vacation hours after 30 continuous days of employment with Hindsight Electric, LLC.

#### **Accrual**

For the first 5 years of employment, eligible employees accrue vacation hours at the rate of .035 hours per each hour worked with a maximum accrual of 72 hours per year. After 5 years of continuous employment, eligible employees accrue vacation hours at the rate of .054 hours per each hour worked with a maximum accrual of 112 hours per year.

Vacation hours carry over each year up to a total of 72 or 112 hours of accrual, however, if employment ends with Hindsight Electric, LLC, any accrued but unused vacation pay will be forfeited.

#### **Requests**

Vacation periods should be requested as far in advance as possible. Vacation periods should be requested and approved by the employee's supervisor at least two (2) weeks prior to the date requested. Preference in selection of dates will be granted based on a combination of the request submission date and employee's length of service. Unpaid vacation will only be approved once all accrued vacation leave is exhausted.

Supervisors will maintain a vacation schedule for his/her group and a record of the vacation time taken by each employee. Scheduled vacation must be canceled no later than the end of the work shift on the last workday prior to the scheduled vacation time.

#### **Specific to employees in Colorado**

Employers must pay out all accrued and unused vacation time upon separation from employment, regardless of whether the separation was voluntary or involuntary.

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### 5.3 | Paid Time Off (PTO)

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Hindsight Electric, LLC provides Paid Time Off (PTO) to eligible employees in accordance with the Colorado Healthy Families and Workplaces Act (HFWA). PTO can be used for the following reasons

- The employee has a mental or physical illness, injury, or health condition that prevents the employee from working
- The employee needs to care for a family member who has a mental or physical illness, injury, or health condition
- The employee needs to obtain a medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition for self or for a family member.
- The employee needs to obtain preventive medical care for self or for a family member
- The employee needs to grieve, attend funeral services or a memorial, or deal with financial and legal matters that arise after the death of a family member
- The employee or the employee's family member has been the victim of domestic abuse, sexual assault, or harassment and the use of leave is to
  - Seek medical attention for the employee or the employee's family member to recover from a mental or physical illness, injury, or health condition caused by the domestic abuse, sexual assault, or harassment
  - Obtain services from a victim services organization
  - Obtain mental health or other counseling due to the domestic abuse, sexual assault, or harassment
  - Seek relocation due to the domestic abuse, sexual assault, or harassment
  - Seek legal services, including preparation for or participation in a civil or criminal proceeding relating to or resulting from the domestic abuse, sexual assault, or harassment
- The employee needs to be absent from work to care for the employee's child due to a public health emergency where a public official has ordered closure of the employee's place of business or the school or place of care of the employee's child
- The employee needs to care for a family member whose school or place of care has been closed due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the closure of the family member's school or place of care
- The employee needs to evacuate the employee's place of residence due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the need to evacuate the employee's residence

#### **Eligibility**

Regular full-time and part-time employees are eligible for PTO after 1 week of continuous employment with Hindsight Electric, LLC.

#### **Accrual**

PTO hours accrue at a flat rate of 48 hours each year on your hire date anniversary and do NOT carry over. If your employment ends with Hindsight Electric, LLC, any accrued but unused PTO pay will be forfeited.

#### **Requests**

To schedule a planned PTO, you should first ask for advance approval from your supervisor. Each request will be reviewed based on several factors, including our business needs and staffing requirements. You may not take less than one hour PTO at a time.

If you need to be absent from work unexpectedly, you should tell your supervisor before the scheduled start of your workday, if possible. Your supervisor must also be contacted on each additional day of an unexpected absence.

## **Documentation**

In accordance with the Colorado Healthy Families and Workplaces Act, when using PTO for 4 or more consecutive workdays, you must provide documentation to Human Resources that shows that the paid leave was for a purpose listed in this policy. This documentation must be provided immediately upon your return to work.

In cases where an absence is the result of personal illness or injury where you are absent 3 or more workdays, a Return-to-Work Authorization form is required before you can return to work. This is for the protection of you, other Hindsight Electric employees, and other 3rd party employees that you encounter.

### **Specific to employees in Colorado**

All the employee's information about the employee's or a family member's health condition or domestic abuse, sexual assault, or harassment case is confidential and Hindsight Electric, LLC is prohibited from disclosing such information or requiring the employee to disclose such information as a condition of using paid sick leave.

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## **5.4 | Unpaid Sick Leave**

*Revised: 09/01/2025 | Effective: 04/30/2020*

Once PTO and Vacation leave is exhausted, Hindsight Electric, LLC provides unpaid sick leave benefits to eligible full-time and part-time employees who are temporarily absent due to illness or injury.

You may use sick leave benefits to be absent because you are ill or injured. You can also use sick leave to be absent because of illness or injury of your child, parent, or spouse.

If you cannot report to work because of an illness or injury, you should notify your supervisor before the scheduled start of your workday, if possible. Your supervisor must also be contacted on each additional day of absence. Before you can return to work after a sick leave absence of 3 or more workdays, a Return-to-Work Authorization is required. This is for the protection of you, other Hindsight Electric employees, and other 3<sup>rd</sup> party employees that you encounter.

### **Specific to employees in Colorado**

All the employee's information about the employee's or a family member's health condition or domestic abuse, sexual assault, or harassment case is confidential and Hindsight Electric, LLC is prohibited from disclosing such information or requiring the employee to disclose such information as a condition of using paid sick leave.

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## **5.5 | Personal Leave**

*Revised: 09/01/2025 | Effective: 04/30/2020*

Hindsight Electric, LLC will consider a request from an eligible full-time or part-time employee to take a personal leave of absence to fulfill personal obligations.

Eligible employees may request a personal leave only after completing 120 calendar days of service. In order for us to give your leave request adequate consideration, we ask that you submit the request in writing to your supervisor as far in advance as possible.

An eligible employee may not take more than 10 calendar days of personal leave every one year. We will also consider a written request for a single extension of no more than 10 calendar days. You must include available accrued PTO and Vacation, as part of your personal leave period. If all PTO and Vacation is exhausted, the personal leave period will be unpaid.

We will give each request individual consideration. The decision to approve a personal leave will be based on several business factors such as anticipated workload needs and staffing considerations during the proposed absence.

Subject to the terms, conditions, and limitations of the applicable plans, Hindsight Electric, LLC will not provide health insurance benefits until the end of the month in which an approved personal leave begins. At that time, you will become responsible for the full cost of those benefits in order for coverage to continue. When you return from personal leave, Hindsight Electric, LLC will resume providing those benefits according to the applicable plans.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during a personal leave.

When a personal leave ends, we will make every reasonable effort to return you to the same position if it is available or to a similar available position for which you are qualified. However, Hindsight Electric, LLC cannot guarantee reinstatement in all cases.

If you do not report to work promptly at the end of a personal leave, we will assume that you have resigned.

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## 5.6 | Paid Family Leave

*Revised: 09/21/2022 | Effective: 04/30/2020*

Employees may be eligible for paid family leave (PFL) benefits through their State Disability Insurance program. These benefits are granted to care for a seriously ill or injured parent, child, spouse or registered domestic partner, or for the birth, adoption or foster care placement of a new child. Eligible employees are entitled to up to six (6) weeks of partial wage replacement per year, following a seven (7) day waiting period. Hindsight Electric, LLC may require that eligible employees use up to two (2) weeks of accrued, unused vacation before receiving PFL benefits. Employees requesting PFL benefits to care for a seriously ill or injured family member will be required to provide medical certification.

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## 5.7 | Parental Leave

*Revised: 09/01/2025 | Effective: 04/30/2020*

### **Purpose/Objective**

Hindsight Electric, LLC will provide up to 6 weeks of unpaid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of this parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave and Family and Medical Leave (FAMLI) leave, as applicable. This policy will be in effect for births, adoptions or placements of foster children occurring on or after [date].

### **Eligibility**

Eligible employees must meet the following criteria:

- Have been employed with Hindsight Electric, LLC for at least 12 months (the 12 months do not need to be consecutive).
- Have worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin.
- Be a regular full-time or part-time employee (temporary employees and interns are not eligible for this benefit).

In addition, employees must meet one of the following criteria:

- Have given birth to a child.
- Be a spouse or committed partner of a woman who has given birth to a child.

- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a child by a new spouse is excluded from this policy.

### **Amount, Time Frame, and Duration of Parental Leave**

Eligible employees will receive a maximum of 6 weeks of unpaid parental leave per birth, adoption or placement of a child/children. The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the total amount of parental leave granted for that event. In addition, in no case will an employee receive more than the amount of parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame.

### **Coordination with Other Policies**

Parental leave taken under this policy will run concurrently with leave under the FMLA and FMLI; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption or foster care, the leave will be counted toward the 12 weeks of available FMLA leave per a 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave—whether paid or unpaid—granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.

After the parental leave (and any short-term disability leave for employees giving birth) is exhausted, the balance of FMLA leave (if applicable) will be compensated through employees accrued sick, vacation and personal time. Upon exhaustion of accrued sick, vacation and personal time, any remaining leave will be unpaid leave. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.

Hindsight Electric, LLC will maintain all benefits for employees during the parental leave period just as if they were taking any other company paid leave such as paid vacation leave.

- If a company holiday occurs while the employee is on parental leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave entitlement.
- If the employee is on parental leave when Hindsight Electric, LLC offers administrative leave, that time will be recorded as parental leave. Administrative leave will not extend the parental leave entitlement.

An employee who takes parental leave that does not qualify for FMLA or FMLI leave will be afforded the same level of job protection for the period of time that the employee is on parental leave as if the employee was on FMLA-qualifying leave.

### **Requests for Parental Leave**

The employee will provide his or her supervisor and the Business Controller with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary HR forms and provide all documentation as required by the Business Controller to substantiate the request.

As is the case with all company policies, Hindsight Electric, LLC has the exclusive right to interpret this policy.

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## **5.8 | Bereavement**

*Revised: 01/04/2023 | Effective: 04/30/2020*

In the event of the death of an employee's family member, employees are permitted to take time off. Employees may submit vacation or PTO time, or can take leave without pay, with the approval of their immediate supervisor.

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## 5.9 | Medical, Dental, and Vision Insurance Premium Reimbursement

Revised: 09/01/2025 | Effective: 01/01/2024

Hindsight Electric, LLC offers medical, dental, and vision insurance premium reimbursement to regular full-time employees after 30 continuous days of employment when an insurance plan is purchased through Connect for Health Colorado.

### Connect for Health Colorado

- **Medical plans** can be selected from Anthem BlueCross BlueShield, Cigna, Denver Health Medical Plan Inc., United Healthcare, Kaiser Permanente, Rocky Mountain Health Plans, and Select Health.
  - To view plans and sign up for medical coverage, go to <https://connectforhealthco.com/>
- **Dental plans** can be selected from Anthem Dental Coverage, Cigna Dental, Delta Dental, and Solstice.
  - To hear about plans and sign up for dental coverage, call 855-752-6749
- **Vision plans** are provided by Vision Service Plan (VSP)
  - To view plans and sign up for vision coverage, go to <https://www.vspdirect.com/>

### Health Insurance Premium Reimbursements

- When appropriate documentation is submitted to HR, you will receive reimbursement on your paycheck as follows:
  - Up to 100% of employee monthly premiums
  - Up to 50% of spouse and dependent children's monthly premiums
- To determine the amount you will be reimbursed, you must submit documents to HR showing the detailed monthly premium amount for you, your spouse, and each dependent.
- To continue receiving the reimbursement, you must submit receipts showing the monthly premiums was paid within 60 days of the due date for the premium payment.
- All reimbursement requests must be submitted within 60 days of making the payment and must be submitted through the Google Form link below. If you do not have a google email account, you will need to set one up or contact the Business Controller.

<https://bit.ly/HindsightElectricExpenseReimbursmentRequest>

Additional details about the current year's enrollment can be found on the yearly Hindsight Electric, LLC handout. When you become eligible, you will receive the current handout and enrollment information by email. For questions about medical, dental, and vision insurance premium payment reimbursement, contact the Business Controller.

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## 5.10 | Inclement Weather

Revised: 01/04/2023 | Effective: 04/30/2020

If an employee is unable to get to work due to severe weather, he/she must notify his/her supervisor. In the event of severe storms, Hindsight Electric, LLC may elect to close early or close for the entire day.

Hindsight Electric, LLC does not provide inclement weather pay. If Hindsight Electric, LLC is closed or if employees are unable to get to work, employees may submit vacation or PTO leave if the individual has time remaining, or not be paid for that specific date.

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