



---

# BENEFITS

---

Benefits Guide Overview

May 2023





| ABOUT US

| PHILANTHROPY

| EVENTS

| WELLNESS

| TIME OFF

| HEALTH COVERAGE

| FINANCIAL FUTURE

| ADDITIONAL BENEFITS

# HOW TO USE THIS GUIDE

---

Click on the links in the left navigation bar to go to a specific section in the guide.

You can also move page by page by clicking the next and back arrows, or you can scroll with your mouse.

Click on any of the The Macallan Group logos to visit our website.

Click any underlined text to access links to more information.



| ABOUT US

| PHILANTHROPY

| EVENTS

| WELLNESS

| TIME OFF

| HEALTH COVERAGE

| FINANCIAL FUTURE

| ADDITIONAL BENEFITS

# OUR COMPANY

## ABOUT US

**MACALLAN** was founded in 2002 with the goal of providing value added services with integrity and professionalism. Our leadership team has leveraged their diverse backgrounds in real estate development, engineering and general contracting to provide unique solutions to meet the evolving needs of our clients.



### MISSION

To improve the quality of life of our people, partners, and clients.

### VISION

A portfolio of companies made successful through synergy and empowerment of our people, enabling them to achieve their personal and professional goals.

**MACALLAN'S PORTFOLIO OF COMPANIES:** (Click on the logos to visit each website.)





| ABOUT US

| PHILANTHROPY

| EVENTS

| WELLNESS

| TIME OFF

| HEALTH COVERAGE

| FINANCIAL FUTURE

| ADDITIONAL BENEFITS

# PHILANTHROPY

## HOW WE GIVE BACK

### COMPANY SPONSORED PHILANTHROPY DAY

Macallan closes their offices for one full day to collectively volunteer as a team to benefit a charity.

### PHILANTHROPY HOURS

Each employee is given 10 paid hours per year to volunteer for any qualifying 501(c)(3) charity of their choice.

### CHARITABLE MATCHING

The Charitable Matching Gift Program encourages employees to contribute to qualifying charitable organizations. The program supports employee giving by offering up to \$100 per person, per charitable organization, each calendar year.

### EVERYBODY WINS! ATLANTA

Everybody Wins! is a reading buddy program at Brumby Elementary School. Each volunteer is paired with a student to read with each week.

### BRUMBY STEM PROGRAM

Fundraising events are held throughout the year to raise funds to benefit Brumby STEM program.





| ABOUT US

| PHILANTHROPY

| EVENTS

| WELLNESS

| TIME OFF

| HEALTH COVERAGE

| FINANCIAL FUTURE

| ADDITIONAL BENEFITS

# EVENTS

## MACALLAN EVENTS



CHILI COOKOFF



CORNHOLE TOURNAMENTS



HALLOWEEN COSTUME & DECORATING CONTEST



SUMMER PARTY AT LAKE LANIER



MONTHLY BIRTHDAY CELEBRATION



PHILANTHROPY DAY

# EVENTS

## MACALLAN EVENTS CONTINUED

| ABOUT US

| PHILANTHROPY

| EVENTS

| WELLNESS

| TIME OFF

| HEALTH COVERAGE

| FINANCIAL FUTURE

| ADDITIONAL BENEFITS





| ABOUT US

| PHILANTHROPY

| EVENTS

| WELLNESS

Humana Wellness  
Transformation  
Challenge & Health Perks  
Wellness Reimbursement

| TIME OFF

| HEALTH COVERAGE

| FINANCIAL FUTURE

| ADDITIONAL BENEFITS

# WELLNESS

## HUMANA WELLNESS

### GO 365

If you enroll in Humana Medical, you are eligible to participate in the Humana Go365 wellness program! Go365 is an activity based wellness program designed to help you achieve your personal wellness goals and reward you for the activities you are already doing.

## EARNING POINTS in Go365

Take the stairs. Keep your blood pressure in check. Eat more salads. There are lots of things you can do to get healthier. With Go365®, you can earn Points for doing them.

### Activities

These are things you do every day—like taking a walk or getting your flu shot—to be your healthiest.

### Recommended activities

These personalized activities are created just for you, based on what you told us about your health in your Health Assessment. Recommended activities are things like losing weight or exercising more that are designed to jump-start your health, and they're worth more Points!

### Challenges

Here's your chance to boost your health even more when you compete against friends and co-workers. Challenge them for most steps taken or pounds lost, or create your own Challenge!

### Earn more when you do more!

The more Go365 activities you complete, the more Points you earn—and the higher your Status.





| ABOUT US

| PHILANTHROPY

| EVENTS

| **WELLNESS**

Humana Wellness

**Transformation Challenge  
& Health Perks**

Wellness Reimbursement

| TIME OFF

| HEALTH COVERAGE

| FINANCIAL FUTURE

| ADDITIONAL BENEFITS

# WELLNESS

## TRANSFORMATION CHALLENGE & HEALTH PERKS

### BIOMETRIC SCREENING

Macallan offers Biometric Screening to all employees in the office.

### FLU SHOTS

Macallan offers free in-office flu shots every flu season.

### ANNUAL TRANSFORMATION CHALLENGE

At the beginning of every year, Macallan hosts a transformation challenge. The winner with the biggest transformation receives a cash prize.

### WALKING CLUB

Macallan hosts a walking club to encourage employee health and wellness

### HEALTHY SNACK OPTIONS

Free healthy snack options are held in the break room for all employees

### QUARTERLY CHAIR MASSAGES/CHIROPRACTIC ADJUSTMENTS

We realize how hard employees work and recognize the importance of relaxation. At Macallan, we offer free chair massages and chiropractic adjustments to each employee hosted at our corporate office. The massages and adjustments are alternating each quarter resulting in 2 massages and 2 adjustment per year.





| ABOUT US

| PHILANTHROPY

| EVENTS

| WELLNESS

Humana Wellness  
Transformation  
Challenge & Health Perks  
Wellness Reimbursement

| TIME OFF

| HEALTH COVERAGE

| FINANCIAL FUTURE

| ADDITIONAL BENEFITS

# WELLNESS

## WELLNESS REMIMBURSEMENT

We want our people to live their healthiest life. To help, we will reimburse employees for some of their costs associated with eligible wellness expenses, like gym memberships, sports leagues, smart watches, weights and more.

### ELIGIBILITY

This benefit is for full-time exempt Macallan employees; dependents are not eligible.

### WHAT'S COVERED

The Wellness Reimbursement program allows employees to submit their receipts for eligible expenses related to their well-being and be reimbursed up to \$250 each calendar year. Reimbursements are taxable, so normal payroll taxes will apply.

ELIGIBLE EXPENSES	NOT ELIGIBLE EXPENSES
<ul style="list-style-type: none"><li>- Membership/Passes/Subscriptions</li><li>- Fitness Classes/Lessons</li><li>- Retreats/Clinic Fees</li><li>- Sports League/Team Dues/Race Fees</li><li>- Work Out Equipment Including Wii Console or Oculus</li><li>- Weight Loss Programs</li></ul>	<ul style="list-style-type: none"><li>- Clothing, Food, or Gaming Devices Unrelated to Fitness</li><li>- Weapons, Motorized Vehicles, Cosmetic Procedures</li><li>- Non-Athletic Sports &amp; Other Activities</li><li>- Any Other Expense Not Deemed Wellness Related</li></ul>



| ABOUT US

| PHILANTHROPY

| EVENTS

| WELLNESS

| TIME OFF

PTO & Holidays

| HEALTH COVERAGE

| FINANCIAL FUTURE

| ADDITIONAL BENEFITS

# TIME OFF

## PTO & HOLIDAYS

### PTO

Macallan provides its full-time exempt and administrative non-exempt employees with paid time off (PTO) benefits in lieu of the traditional benefits of paid vacation, personal days, and sick leave.

SERVICE	HOURS ACCRUED PER MONTH
During the first year of service	6.6 Hours
During the 2nd-5th year of service	8 Hours
After completing the 5th full year of service	10 Hours
After completing the 10th full year of service	13.3 Hours

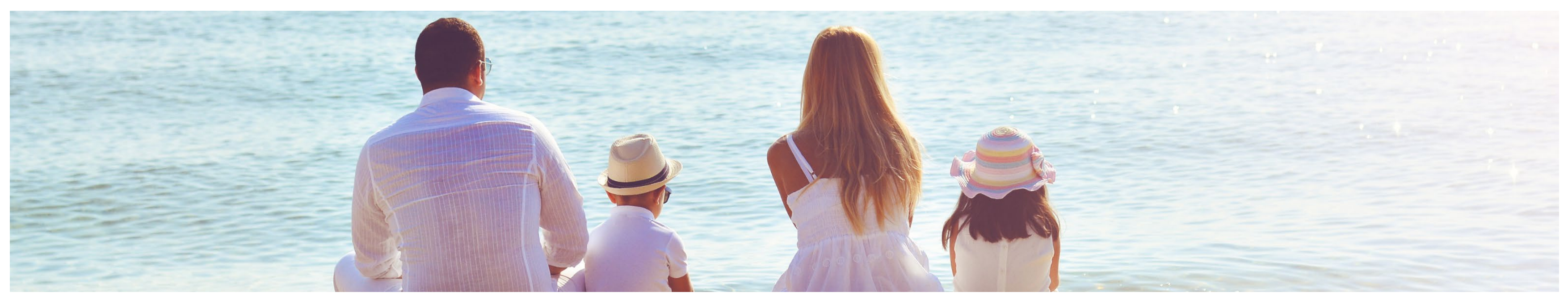
### HOLIDAYS

The office will close at 12:30pm before each major holiday listed below. Full-time exempt and Administrative non-exempt employees will be paid for the below holidays, plus the additional time off the day before.

NEW YEAR'S DAY  
 MEMORIAL DAY  
 INDEPENDENCE DAY  
 LABOR DAY

THANKSGIVING DAY  
 DAY AFTER THANKSGIVING  
 CHRISTMAS EVE  
 CHRISTMAS DAY

FLOATING HOLIDAY  
 (2) PERSONAL/WELLNESS DAYS





| ABOUT US

| PHILANTHROPY

| EVENTS

| WELLNESS

| TIME OFF

| HEALTH COVERAGE

Medical

Dental & Vision

Employee Assistance Program

Contacts

| FINANCIAL FUTURE

| ADDITIONAL BENEFITS

# HEALTH COVERAGE

## MEDICAL INSURANCE

### HUMANA

You have 4 Humana Medical plans to choose from for the plan year; each is an ‘Open Access Point of Service Plan’, which means you do not need a referral from a Primary Care Physician to see a Specialist. You have access to In-Network and Out-of-Network physicians, facilities and pharmacies.

IN-NETWORK: HUMAN NPOS	EHDHP HSA 6350 100%	CANOPY 5000 60%	SIMPLICITY \$40 COPAY 100%	SIMPLICITY \$30 COPAY 100%
Coinsurance	100%	60%	100%	100%
HSA or FSA Eligible	HSA	FSA	FSA	FSA
Deductible: Employee   Family	\$6,350   \$12,700	\$5,000   \$10,000	\$0   \$0	\$0   \$0
Out-of-Pocket Max: Employee   Family	\$6,350   \$12,700	\$7,900   \$15,800	\$7,900   \$15,800	\$6,500   \$13,000
Wellcare	Covered in Full	Covered in Full	Covered in Full	Covered in Full
Telemedicine: Video or Phone Visit	\$49	\$20	\$40	\$30
Office Copay: PCP   Specialist	Ded   Ded	\$20   \$70	\$40   \$80	\$30   \$100
Urgent Care   ER	Ded   Ded	\$100   Ded + 40%	\$125   \$600	\$125   \$600
Inpatient Hospital & Services	Ded	Ded + 40%	\$2,000/day (3 days max)	\$1,500/day (3 days max)
Outpatient Services	Ded	Ded + 40%	\$2,000	\$1,500
Maternity	Ded	Ded + 40%	Copay	Copay
Prescriptions: Tiers 1   2   3   4	Ded	\$10   \$40   \$70   25%	\$10   \$45   \$90   25%	\$10   \$40   \$70   25%
OUT-OF-NETWORK				
Coinsurance	70%	60%	70%	70%
Deductible: Employee   Family	\$19,050   \$38,100	\$15,000   \$30,000	\$5,000   \$10,000	\$5,000   \$10,000
Out-of-Pocket Max: Employee   Family	\$21,550   \$43,100	\$23,700   \$47,400	\$23,700   \$47,400	\$19,500   \$39,000
EMPLOYEE COST PER PAY PERIOD (26)				
Employee Only	\$37.13	\$49.66	\$95.00	\$108.46
Employee + Spouse	\$221.94	\$247.00	\$337.68	\$364.61
Employee + Children	\$194.22	\$217.40	\$301.28	\$326.19
Family	\$379.04	\$414.75	\$543.96	\$582.35

a Specialist. You have access to In-Network and Out-of-Network physicians, facilities and pharmacies.

# Humana





| ABOUT US

| PHILANTHROPY

| EVENTS

| WELLNESS

| TIME OFF

| HEALTH COVERAGE

Medical

Dental & Vision

Employee Assistance Program

Contacts

| FINANCIAL FUTURE

| ADDITIONAL BENEFITS

# HEALTH COVERAGE

IN-NETWORK: METLIFE DENTAL	LOW PLAN	HIGH PLAN
Annual Deductible: Employee   Family	\$50   \$150	\$50   \$150
Annual Maximum per Person	\$1,000	\$2,000
Child Orthodontia	Not Covered	50% to \$1,000 Lifetime Max
Preventive Services: Oral exams, cleanings, bitewing X-rays	100% - Ded Waived	100% - Ded Waived
Basic Services: Amalgam/composite filling, sealants, periodontics, endodontics	80%	80%
Major Services: Surgical extractions, oral surgery, crowns, dentures, bridges	50%	50%
Waiting Period	None	None
Out-of-Network Reimbursement	Fee Schedule	90th % of UCR
EMPLOYEE COST PER PAY PERIOD (26)		
Employee	\$13.09	\$19.56
Employee + 1	\$26.01	\$39.07
Employee + 2	\$43.11	\$66.69

IN-NETWORK: METLIFE VISION	IN-NETWORK	OUT-OF-NETWORK REIMBURSEMENT
Frequency: Exam   Lenses   Frames	12   12   24	12   12   24
Copays: Exam   Retinal Imaging	\$10   Up to \$39	Up to \$45   Applied to Exam Allowance
Frame Allowance	\$150 + 20% off balance	\$70
Lenses Single Lined Bifocal Lined Trifocal Lenticular	\$10 Copay \$10 Copay \$10 Copay \$10 Copay	\$30 Allowance \$50 Allowance \$65 Allowance \$100 Allowance
Contact Lenses (in lieu of frames) Elective Medically Necessary Contact Lens Fitting & Evaluation	\$150 Allowance Covered in full after eyewear copay \$60 Copay	\$150 Allowance \$210 Allowance Applied to contact lens allowance
EMPLOYEE COST PER PAY PERIOD (26)		
Employee		\$3.35
Employee + 1		\$6.28
Employee + 2 or more		\$8.94

## DENTAL

### METLIFE

The Macallan Group provides flexibility in dental plans by offering two plan options through MetLife. The chart below summarizes the options available. Take advantage of using In-Network providers to help minimize out of pocket expenses.

To locate an In-Network provider visit [www.MetLife.com](http://www.MetLife.com).

## VISION

### METLIFE

The Macallan Group provides vision insurance through MetLife. Take advantage of using In-Network providers to help minimize out of pocket expenses.

To locate an In-Network provider visit [www.MetLife.com](http://www.MetLife.com).





| ABOUT US

| PHILANTHROPY

| EVENTS

| WELLNESS

| TIME OFF

| **HEALTH COVERAGE**

Medical

Dental & Vision

**Employee Assistance  
Program**

Contacts

| FINANCIAL FUTURE

| ADDITIONAL BENEFITS

# HEALTH COVERAGE

## EMPLOYEE ASSISTANCE PROGRAM

[www.guidanceresources.com](http://www.guidanceresources.com)



### GUIDANCERESOURCES ONLINE

GuidanceResources Online is your one stop for expert information on the issues that matter most to you...relationships, work, school, children, wellness, legal, financial, free time and more.



### CONFIDENTIAL COUNSELING

This no-cost counseling service helps you address stress, relationship and other personal issues you and your family may face. It is staffed by GuidanceConsultants - highly trained master's and doctoral level clinicians who will listen to your concerns and quickly refer you to in-person counseling (up to 3 sessions per issue per year).



### FINANCIAL INFORMATION & RESOURCES

Speak by phone with our Certified Public Accountants and Certified Financial Planners on a wide range of financial issues.



### LEGAL SUPPORT & RESOURCES

Talk to our attorneys by phone. If you require representation, we'll refer you to a qualified attorney in your area for a free 30 minute consultation with a 25% reduction in customary legal fees thereafter.



### WORK-LIFE SOLUTIONS

Our Work-Life specialists will do the research for you, providing qualified referrals and customized resources.



### FREE ONLINE WILL PREPARATION

EstateGuidance lets you quickly and easily write a will on your computer. Online support and instructions for executing and filing your will are included.



| ABOUT US

| PHILANTHROPY

| EVENTS

| WELLNESS

| TIME OFF

| **HEALTH COVERAGE**

Medical

Dental & Vision

Employee Assistance  
Program

**Contacts**

| FINANCIAL FUTURE

| ADDITIONAL BENEFITS

# HEALTH COVERAGE

## CONTACTS

If you have any questions about your benefits, please contact Human Resources Team at [hr@macallangroup.com](mailto:hr@macallangroup.com).



**BRITTANY WILLIAMS**

HR MANAGER

[b.williams@macallangroup.com](mailto:b.williams@macallangroup.com)

404 603 8833



**MICHELE HARRY**

VICE PRESIDENT

[mharry@macallangroup.com](mailto:mharry@macallangroup.com)

404 603 8833



| ABOUT US

| PHILANTHROPY

| EVENTS

| WELLNESS

| TIME OFF

| HEALTH COVERAGE

| FINANCIAL FUTURE

Savings & Spending

Life Insurance

Disability

Simple IRA , Critical  
Illness & Accidental

| ADDITIONAL BENEFITS

# FINANCIAL FUTURE

## SAVINGS & SPENDING ACCOUNTS

The Macallan Group offers a Health Savings Account (HSA) for those utilizing the High Deductible Health Plan (HDHP) or the option of participating in a Flexible Spending Account (FSA) for all other plans.

### WHAT IS AN HSA?

A Health Savings Account (HSA) is like a 401(k) for healthcare. It is a tax advantaged personal savings or investment account that you can use to save and pay for qualified health expenses, now or in the future.

If you enroll in the HDHP Medical Plan (there can be no secondary medical coverage in place), you will be eligible to contribute to a Health Savings Account through Health Equity.

### WHAT IS AN FSA?

A Flexible Spending Account (FSA) Plan through TASC allows you to set aside a portion of your salary on a pre-tax basis to pay for qualified health, dental and vision expenses not covered by your insurance plans. The FSA also includes a 'Dependent Care' option which allows you to set aside additional pre-tax funds to pay for daycare expenses.

ACCOUNT	WHICH MEDICAL PLAN DOES THIS PAIR WITH?	WHAT EXPENSES CAN I COVER?	DOES THE MONEY ROLL OVER TO NEXT YEAR?
<b>Health Saving Account (HSA)</b>	EHDHP HSA 6350 100%	Qualified health, dental and vision expenses not covered by your insurance plans	Yes
<b>Flexible Spending Account (FSA)</b>	Canopy 60%, Simplicity \$40 Copay 100%, Simplicity \$30 Copay 100%	Qualified health, dental and vision expenses	The plan allows you to roll over \$500 at the end of each plan year

A full description of qualified HSA & FSA expenditures can be found in IRS Publication 502 and is located on the web at [www.irs.gov/pub/irs-pdf/p502.pdf](http://www.irs.gov/pub/irs-pdf/p502.pdf).



| ABOUT US

| PHILANTHROPY

| EVENTS

| WELLNESS

| TIME OFF

| HEALTH COVERAGE

| FINANCIAL FUTURE

Savings & Spending

Life Insurance

Disability

Simple IRA , Critical

Illness & Accidental

| ADDITIONAL BENEFITS

# FINANCIAL FUTURE

## LIFE INSURANCE

### BASIC LIFE AND ACCIDENTAL DEATH & DISMEMBERMENT INSURANCE

The Macallan Group provides a Unum Basic Life and Accidental Death & Dismemberment benefit of \$10,000 for each full time employee at no cost. Designate a life insurance beneficiary in and update at any time year-round in the enrollment portal.

### VOLUNTARY TERM LIFE & AD&D INSURANCE

The Macallan Group offers you the option of purchasing additional life and AD&D insurance for yourself and for your dependents through Unum.

LIFE & AD&D INSURANCE	
<b>Supplemental Life &amp; AD&amp;D   Employee</b>	Minimum \$10,000, Maximum 5x annual salary, up to \$100,000 in \$10,000 increments.
<b>Dependent Life &amp; AD&amp;D   Spouse</b>	Minimum \$5,000, Maximum 100% of employee coverage, up to \$500,000 in \$5,000 increments.
<b>Dependent Life &amp; AD&amp;D   Dependent Child(ren)</b>	You may purchase coverage up to \$10,000 of coverage for your dependent children in increments of \$2,000. Coverage terminates at age 19 or age 26 if child is a fulltime student.
<b>Guaranteed Issue (Initial Eligibility Period Only)</b>	
Employee	\$100,000
Spouse	\$15,000
Child	\$10,000
<b>Benefit Reduction</b>	65% at age 60 and 50% at age 70 (Employee & Spouse)



| ABOUT US

| PHILANTHROPY

| EVENTS

| WELLNESS

| TIME OFF

| HEALTH COVERAGE

| FINANCIAL FUTURE

Savings & Spending

Life Insurance

Disability

Simple IRA , Critical  
Illness & Accidental

| ADDITIONAL BENEFITS

# FINANCIAL FUTURE

## LIFE & DISABILITY BENEFITS

### VOLUNTARY SHORT TERM DISABILITY

Short Term Disability (STD) coverage pays a percentage of your salary, for a specified period of time, if you are ill or injured and unable to perform the duties of your job. The most common uses for utilizing Short Term Disability benefits are:

- Pregnancy
- Surgery/Hospitalization/Illness (cancer, stroke, heart attack)
- Non-work related injuries (auto wreck, recovery from accident)

<b>Benefit Amount</b>	The weekly benefit is an amount equal to 60% of pre-disability earnings, up to a maximum benefit of \$1,000 per week.
<b>Day Benefit Begins</b>	Injury (accident) and Sickness (illness): benefits begin on the 15th consecutive day of disability
<b>Maximum Benefit Duration</b>	Benefits for one period of disability, will be paid up to a maximum of 11 weeks.

### LONG TERM DISABILITY

Long Term Disability (LTD) coverage continues to provide income replacement when STD benefits cease.

<b>Benefit Amount</b>	The monthly benefit is an amount equal to 60% of pre-disability earnings, up to a maximum benefit of \$6,000 per month.
<b>Day Benefit Begins</b>	91st consecutive day of disability
<b>Maximum Benefit Duration</b>	Social Security Normal Retirement Age



| ABOUT US

| PHILANTHROPY

| EVENTS

| WELLNESS

| TIME OFF

| HEALTH COVERAGE

| FINANCIAL FUTURE

Savings & Spending

Life Insurance

Disability

Simple IRA , Critical  
Illness & Accidental

| ADDITIONAL BENEFITS

# FINANCIAL FUTURE

## SIMPLE IRA, CRITICAL ILLNESS & ACCIDENTAL

### SIMPLE IRA

The Macallan Group offers a Simple IRA retirement plan through Fidelity that all employees are eligible to participate in. The Macallan Group matches up to 3% of the employees contribution and employees are eligible to enroll in the Simple IRA plan at any time.



### CRITICAL ILLNESS & ACCIDENT

As an employee of The Macallan Group you are eligible to apply for additional supplemental insurance offered by Allstate to complete your benefit package. Participation is voluntary and premiums for your elections will be deducted from payroll. A plan summary for these benefits is included in the portal and you will be able to enroll in:

Accident Coverage – Pays you a direct benefit if you or a dependent suffer an accidental injury

Critical Illness – Pays you a direct benefit if you have a serious illness such as a heart attack, cancer or a stroke

Additional information about the Accident and Critical Illness plans and pricing can be found in the enrollment portal at [www.BerniePortal.com](http://www.BerniePortal.com).



| ABOUT US

| PHILANTHROPY

| EVENTS

| WELLNESS

| TIME OFF

| HEALTH COVERAGE

| FINANCIAL FUTURE

| **ADDITIONAL BENEFITS**

**Pet Insurance**

Medical/Maternity Leave

Summer Flexible Schedule

Training

# ADDITIONAL BENEFITS

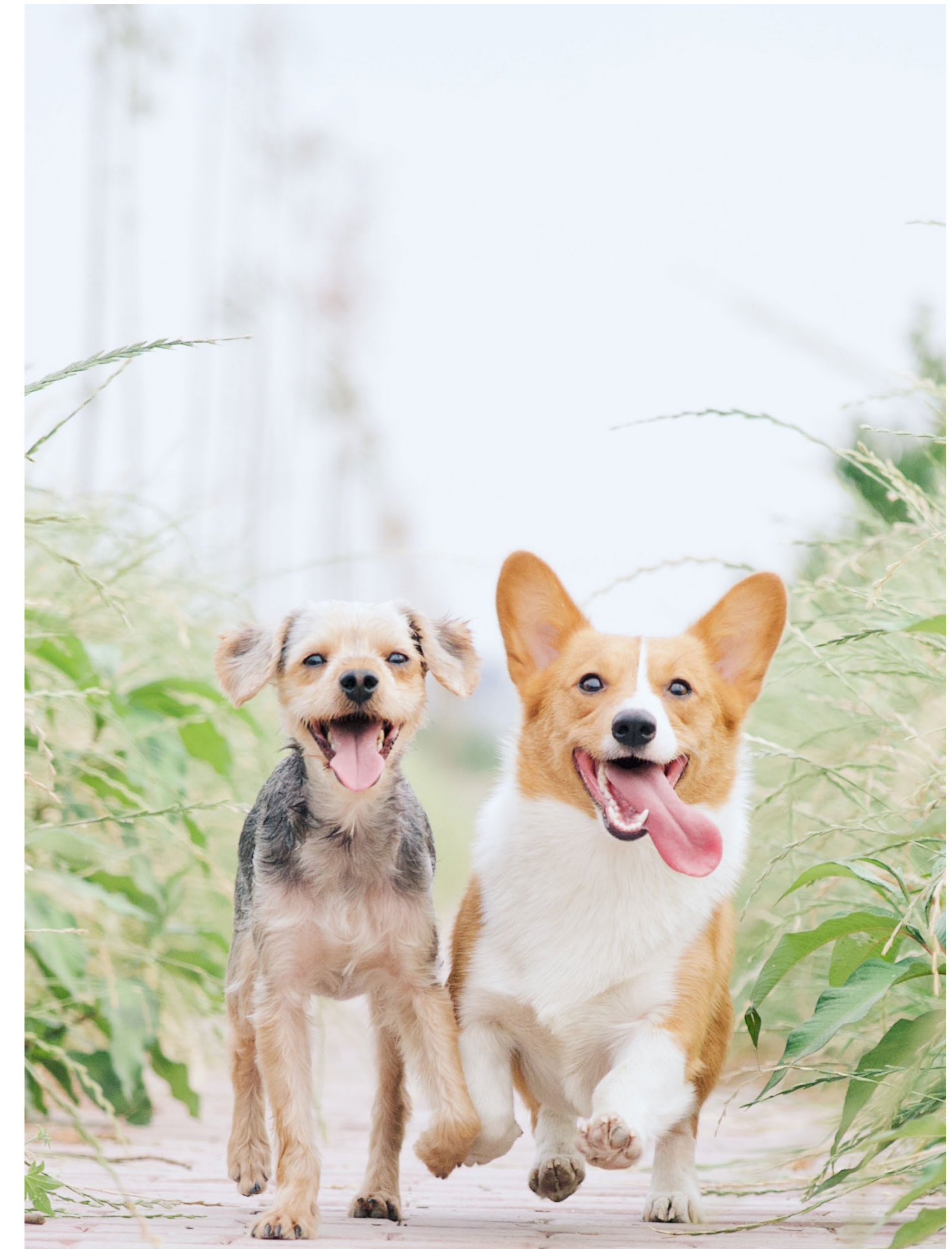
## PET INSURANCE

### **PET ASSURE VETERINARY DISCOUNT PLAN**

The Macallan Group offers a Veterinary Discount Plan and Pharmacy Discount Plan for your pets! You have two plans available to you:

Pet Assure provides a veterinary discount where members save 25% on all in-house medical services at participating veterinarians (office visits, shots, x-rays, dental work, spay and neuter, emergency visits, surgeries). Pet Assure has participating veterinarians in all 50 states and Puerto Rico. Search for local veterinarians at [www.petassure.com/search](http://www.petassure.com/search). Pet Assure also includes a Lost Pet Recovery Service. Employees can enroll all of their pets in our 24/7 lost pet recovery service and receive ID tags for each pet.

\*\*PET plus provides savings on prescriptions, flea and tick preventatives, dietary supplements and other products pets need. PETplus is a prescription savings plan that includes a 24/7 Pet Help Line. Employees receive wholesale pricing of up to 50% off on brand-name prescriptions, flea & tick products, vitamins and supplements, heartworm preventatives and specialty and prescription food. Savings are guaranteed!





| ABOUT US

| PHILANTHROPY

| EVENTS

| WELLNESS

| TIME OFF

| HEALTH COVERAGE

| FINANCIAL FUTURE

| **ADDITIONAL BENEFITS**

Pet Insurance

**Medical/Maternity Leave**

Summer Flexible Schedule

Training

# ADDITIONAL BENEFITS

## MEDICAL/MATERNITY LEAVE

### PAID MEDICAL/MATERNITY LEAVE

The Macallan Group offers Medical/maternity leave as a result of childbirth, adoption, illness, injury, or other disability with support by a physician's certification of the medical need for leave.

The maximum duration of a medical leave of absence is typically 26 weeks unless applicable law requires otherwise. The maximum duration of maternity leave is typically 12 weeks, unless otherwise required by applicable law.

Although Medical/Maternity leave is generally unpaid, Macallan provides paid medical/maternity leave based on the length of service. After you have used all of your accrued PTO (Paid Time Off), the following paid leave is available:

### PAID PATERNITY LEAVE

Macallan will grant one week paid paternity leave for Macallan employees to support their significant other through the birth/adoption of a child.

SERVICE BASED	WEEKS PAID AT 50% SALARY
1 year but less than 2 years	4 weeks
2 years but less than 3 years	5 weeks
3 years but less than 4 years	6 weeks
4 years but less than 5 years	7 weeks
Greater than 5 Years of service	8 weeks



| ABOUT US

| PHILANTHROPY

| EVENTS

| WELLNESS

| TIME OFF

| HEALTH COVERAGE

| FINANCIAL FUTURE

| **ADDITIONAL BENEFITS**

Pet Insurance

Medical/Maternity Leave

**Summer Flexible Sched-  
Training**

# ADDITIONAL BENEFITS

## SUMMER FLEXIBLE SCHEDULE

### SUMMER DRESS CODE

During the summer months, starting the week in which Memorial Day is observed and ending the week in which Labor Day is observed, the company observes a relaxed summer dress code that employees may adopt on days when they have no in-person client contact.

### SUMMER HOURS

The Macallan Group observes “Summer Hours” for all Exempt employees starting the week in which Memorial Day is observed and ending the week in which Labor Day is observed. In general, this policy requires employees to work an extra hour Monday through Thursday in order to leave at noon on Friday.





| ABOUT US

| PHILANTHROPY

| EVENTS

| WELLNESS

| TIME OFF

| HEALTH COVERAGE

| FINANCIAL FUTURE

| **ADDITIONAL BENEFITS**

Pet Insurance

Medical/Maternity Leave

Summer Flexible Schedule

**Training**

# ADDITIONAL BENEFITS

## TRAINING

### MACALLAN UNIVERSITY

Macallan provides a wide range of opportunities for its associates to continue learning and developing professionally. Our internal program “Macallan University” offers monthly lunch and learn trainings and quarterly “field trips” to a current job site.



### ASSOCIATE TRAINING

In addition to Macallan University, we send out current external training programs and encourage our associates to take advantage of any relevant professional development opportunities that they are interested in.



---

# THANK YOU!

---

We Hope to See You Soon!

