



Service at FirstChoice and Rewarding Loyalty

The Company, like most value loyal employees. To consistently track and provide credit for continuity within the Company, we have standardized the way we calculate and award service with the Company.

This calculation shall apply to the following Plans and Programs:

Vacation

401K Retirement Savings

Health and Welfare Plan eligibility

Service Recognition Program(s)

1. First, for those employees with no break(s) in service, your **Original Hire Date is your Service Date.** **HIRE DATE = SERVICE DATE**

Plans like the 401K Retirement Savings Plan, rely on completed SERVICE for Vesting. In order to receive credit for a year of service, the employee must have worked a minimum of 6 months and/or 1,000 hours in that year.

2. A revised hire date, known as your **SERVICE DATE**, will be established when an employee voluntarily resigns from the Company but is rehired later. Human Resources will calculate your service date with the following rules. There are no exceptions since Completed Service governs vesting in the QUALIFIED 401k RETIREMENT PLAN.

HOW IS IT CALCULATED?

- a. If your break in service (time away from the Company) is greater/longer than your service before you left the Company, no credit will be given for prior employment and your REHIRE date will be your new Service date. **LATEST REHIRE DATE = SERVICE DATE**
- b. If your break in service (time away from the Company) is less than your accumulated service before you left the Company, Human Resources will subtract your time away (where 1,000 hours had not been achieved in a calendar year) and provide you with a new Service Date. We establish a new **SERVICE DATE**.
- c. For those employees on an approved Leave of absence (other than a Personal Leave of Absence granted at the discretion of the FirstChoice CEO where service is not credited during leave) like FMLA, NJFML, MLOA, credited service is awarded as continued service, however the plan document(s) award vesting as established in those plans. Normally, the Original Hire Date/Rehire Date/ Service date is not modified.

In the event of any discrepancy in the calculation, the final adjustment to service date will be reviewed and approved by the President and CEO.