



Benefit Plans for Professional Staff - Hawaii

Littler offers a comprehensive and flexible benefits package that provides you and your family with convenience, choice, flexibility, cost-savings and, most importantly, quality care. Below is a summary of benefits available to professional staff classified as non-exempt scheduled to work at or above 20 hours/week or a .5 Full Time Equivalence or classified as exempt categorized at or above a .5 FTE (includes KM, LLG, LCS Program Director, LCS Program Manager, and LoD Program Manager). Most benefits begin the first of the month following date of hire.

BUNDLED HEALTH PLANS

You have the option to select medical, dental, and vision through Hawaii Medical Service Association (HMSA).

Waiver Benefit - Those declining enrollment in the bundled health plans receive a monthly waiver credit of \$100 upon proof of other coverage.

401(k) PLAN

The Littler 401(k) Plan is a retirement savings vehicle which includes investment choices within a core menu of mutual funds, target date funds, or a brokerage account option. The plan permits rollovers at any time.

Employee Deferral – defer a flat dollar amount or a percentage (1% to 100%) of pay on a pre-tax and/or after-tax basis up to the annual maximum of \$24,500. An additional catch-up contribution of \$8,000 is permitted for participants age 50 and over, and a super catch-up contribution of \$11,250 is permitted for participants ages 60-63. The Plan includes an auto enrollment feature with a deferral of 3%. Employee contributions are always fully vested.

Employer Contribution – eligible upon completion of one year of service with 1,000 paid hours subject to the next January 1 or July 1 entry date. Employer Contribution is fully vested after three (3) calendar years with at least 1,000 hours of service each year.

- **Matching** – 50% of salary deferral amount up to 5% of eligible compensation
- **Discretionary Profit Sharing** – a discretionary profit sharing contribution of 7.5% of eligible compensation
- **Permitted Disparity** – an additional 5% multiplied by the amount by which eligible compensation exceeds the Social Security Taxable Wage Base of \$184,500

SICK, DISABILITY AND INCOME PROTECTION PLANS

- **Hawaii Short Term Disability** – state mandated benefit is equal to 58% of your average weekly wages up to a maximum of \$871 per week.
- **Paid Sick Time** – pay continuation due to minor illness for professional exempt staff. For absences of four (4) or more consecutive business days or for chronic or serious health conditions requiring repeated or intermittent absences, see Paid Medical Time Off.
- **Paid Medical Time Off** – for professional exempt staff, from ten (10) to forty (40) workdays for certified illness, may be integrated with applicable state plans.
- **Long Term Disability** – Disability insurance provides income should you become sick or injured and unable to work after 90 calendar days on a continuous or cumulative basis. The monthly benefit is 60% of your gross monthly compensation up to a maximum of \$20,000

LIFE INSURANCE

Life insurance provided equal to base annual salary up to a maximum amount of \$250,000.

EMPLOYEE ASSISTANCE PROGRAM

Employee Assistance Program (EAP) –confidential and professional counseling services to you and your family members

TIME OFF

Holidays - the Firm observes ten (10) paid holidays

Leaves – may include, and dependent upon hours worked, length of service and state jurisdiction, the following: medical, family care, bonding, personal, military duty, jury duty, witness duty, and bereavement

Paid Time Off (PTO) or Vacation – accrued based upon length of employment (see chart below)

- For Professional Non-Exempt Staff PTO

Schedule	0-35 Months of Continuous Employment (4 Weeks)	36-119 Months of Continuous Employment (5 Weeks)	120+ Months of Continuous Employment (6 Weeks)	Maximum Accrual Cap (1.5 times 6 weeks annual accrual)
5 days/week, 8 hours/day and Flex 40* (40 hours/week)	160 hours annually (6.15 hours/ pay period)	200 hours annually (7.69 hours/ pay period)	240 hours annually (9.23 hours/ pay period)	360 hours
5 days/week, 7.5 hours/day (37.5 hours/week)	150 hours annually (5.77 hours/ pay period)	187.50 hours annually (7.21 hours/ pay period)	225 hours annually (8.65 hours/ pay period)	337.5 hours
5 days/week, 7 hours/day (35 hours/week)	140 hours annually (5.38 hours/ pay period)	175 hours annually (6.73 hours/ pay period)	210 hours annually (8.08 hours/ pay period)	315 hours
3 days/week, 12 hours/day (36 hours/week)	144 hours annually (5.54 hours/ pay period)	180 hours annually (6.92 hours/ pay period)	216 hours annually (8.31 hours/ pay period)	324 hours

- For Professional Exempt Staff Vacation

Length of Service	Number of Vacation Days	Accrual per Pay Period	Maximum Accrual Cap
0 to 35 months	15 Days	4.61 hours	30 Days
36+ Months	20 Days	6.15 hours	30 Days

VOLUNTARY OPTIONS

Flexible Spending Accounts – save on healthcare and dependent care expenses by electing pre-tax accounts for reimbursement

Critical Illness – select \$15,000 or \$30,000 plan with no medical underwriting to cover expenses for various medical conditions

Hospital Indemnity – select low or high plan with no medical underwriting to cover expenses due to hospitalization resulting from illness or accident.

Supplemental Life Insurance – purchase extra coverage for yourself, your spouse/domestic partner and dependent children without medical underwriting within the first 31 days of employment

Commuter Benefits – sign up for public transportation, vanpools and parking benefits on a pre-tax basis

Auto and Home Insurance – enroll for special group rates and discounts

Pet Insurance – purchase coverage for accidents and illnesses for cats and/or dogs

Patelco Credit Union – savings and discounted rates for loans

SoFi – savings and refinance options for student loans and mortgages

Chase Home Lending – lending options and competitive rates

PARENTAL RESOURCES

Parental Leave – provides paid leave to new parents as Primary Caregiver or Secondary Caregiver following the birth or adoption of a child.

- Within first year of employment, Primary Caregiver at eight (8) weeks and Secondary Caregiver at two (2) weeks.
- After first anniversary, Primary Caregiver at twenty (20) weeks and Secondary Caregiver at six (6) weeks.

WIN – provides an inclusive family building benefit toward fertility treatment and preservation, adoption, and surrogacy. Access to fertility services is for health plan participants. Adoption and surrogacy services and reimbursement are available to all benefits-eligible employees.

Bright Horizons Family Solutions – services that provide balance for the competing demands of work and life.

- Center-based backup childcare, and in-home backup child, adult and elder care
- Virtual tutoring for ages 5 to 18
- College Coach to navigate the complex college admissions process
- Family supports for placement services for nannies, sitters, virtual sitters, housekeepers and pet sitters; elder care; and discounts for college test preparation
- Pet care services through a partnership with Rover and Wag!
- Family concierge available to assist in accessing all Bright Horizons services

Milk Stork – enables business traveling mothers who are nursing access to a breast milk delivery service that provides refrigerated, express shipping or easy toting of breast milk home.

Mindful Return – four-week online course to assist during parental leave for a smooth return to work.

Joshin – provides resources for family members with complex care needs. Supports employees through tailored caregiver sourcing, recruiting, and vetting.

Version January 30, 2026. This is a general summary of benefits for 2026. For specific information related to the State of Washington, please refer to that summary.

More detailed information is provided in our Benefits Guide, available to new hires and on LittlerHub.

This document is not intended to be all inclusive of the various plan benefits, limits or exclusions as cited. For complete Plan provisions, please consult the applicable Summary Plan Description, Evidence of Coverage and Disclosure Form or related Plan documents. The Firm reserves the right to unilaterally add, eliminate, amend, or modify any of the benefits listed at any time.