

**REVISED**

November 27th, 2024

ATTENTION PLEASE!

In an effort to continue to recruit and retain the best staff, Exceptional Family Resources is pleased to announce the 2024 Employee Retention Bonus. To further reward all of our staff for their hard work and dedication, staff will be eligible to receive two bonuses in 2024.

The first bonus will be a payment equal to 3% of the wages you earned from
1/21/2024 to 6/8/2024.

This bonus will be paid to staff that are still actively employed at EFR on 7/05/2024.

The second bonus will be a payment equal to ~~3%~~ of the wages you earned from
6/9/2024 to 11/9/2024.

**5%**

This bonus will be paid to staff that are still actively employed at EFR on 12/6/2024.

While we are thrilled to be able to provide EFR's employees with these bonuses, we want to clarify details by providing answers to some frequently asked questions.

WE VALUE OUR TEAM MEMBERS

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The second bonus will be a payment equal to 5% of the wages you earned from
6/9/2024 to 11/9/2024.

This bonus will be paid to staff that are still actively employed at EFR on 12/6/2024.

Which positions/departments are eligible for the bonuses?
All EFR staff, regardless of title or department, are eligible for these bonuses.

Which wages are included in the calculation? Any wages you earned from working, PTO, ETO, Jury Duty, Bereavement Leave, Overtime and Holiday pay, during the bonus period, will be included in the calculation.

Will bonuses be taxed? Yes, bonuses are considered wages and therefore are taxed. Any voluntary withdrawals (Retirement, increased taxes etc...) from your pay that you have selected will also be applied to the bonus payments. Insurance premiums will not be deducted from your bonus.

What is actively employed? To be considered actively employed at the time the first bonus is paid you must have worked hours between 5/26/2024- 6/22/2024. To be considered actively employed for bonus two you must have worked hours between 10/27/2024-11/23/20224.

Additionally, you will not receive a bonus if you are in your resignation notice period.

What if I am on leave? Staff who are on leave at the time either bonus is paid will receive their bonus when they return to work.

Please reach out to your Supervisor or Chief Financial Officer
Roxanne Cotter
with any questions.