

# Four Star Mechanical Solutions, LLC

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## Benefits Addendum

Effective Date: January 1, 2026

Supersedes: Benefits Addendum from Rev. 12.11.23

This document is an addendum to the Four Star Mechanical Solutions Employee Policy Handbook (Rev. March 2026).

## TRAVEL PAY

Eligibility: Immediate upon hire (Installers)

Travel time is defined as commuting from the Shop to and from job assignments at the start and end of the day. Travel time in excess of 30 minutes is paid at straight time.

## ON-CALL COMPENSATION

Eligibility: Immediate upon hire (Service Technicians)

A bonus of \$150.00 per weekend (Monday-Sunday) is paid to any employee required to be on call for after-hours service work. Employees performing after-hours emergency service work receive a minimum of two (2) hours' pay. The on-call bonus rate is reviewed and updated annually each January.

## COMPANY HOLIDAYS

Eligibility: After completion of the Introductory Period

The following seven (7) days are recognized paid holidays:

| Holiday | Date |

|---|---|

| New Year's Day | January 1 |

| Memorial Day | Last Monday in May |

| Independence Day | July 4 |

| Labor Day | First Monday in September |

| Thanksgiving Day | Fourth Thursday in November |

| Day After Thanksgiving | Friday following Thanksgiving |

| Christmas Day | December 25 |

## UNIFIED PTO BANK

Eligibility: After 90 days of full-time employment

Effective: January 1, 2026

All vacation and personal time is combined into a single unified PTO bank.

| Years of Employment | PTO Days per Year |

|---|---|

0-1 Year	8 days
1-2 Years	10 days
2-5 Years	12 days
5+ Years	20 days

Up to 5 unused PTO days may be carried over to the following calendar year. Excess is forfeited. Accrued but unused PTO is paid out upon termination.

### **SICK LEAVE**

Eligibility: After 90 days of full-time employment

Employees receive 3 paid sick days per calendar year. Sick leave does not carry over and is separate from the PTO bank.

### **HEALTH, DENTAL & VISION INSURANCE**

Eligibility: After 6 months of full-time employment

Not available at this time. The Company is evaluating benefit options and will update this addendum when a plan is confirmed.

### **LIFE INSURANCE**

Eligibility: After 6 months of full-time employment

Employer-paid \$100,000 term life insurance policy provided at no cost to the employee.

### **RETIREMENT -- SIMPLE IRA**

Eligibility: After 6 months of full-time employment

Simple IRA with 3% Company matching contribution.

This addendum is subject to change at the Owner's discretion. Employees will be notified of material changes. The current version of this addendum supersedes all prior versions.

Four Star Mechanical Solutions, LLC -- Revised January 2026