

# GORMAN & COMPANY

*Integrity. Innovation. Community.*

## 2025 PART-TIME BENEFITS GUIDE





# BENEFITS OVERVIEW

Gorman & Company is proud to offer a benefits package to eligible team members. The benefits package is briefly summarized in this booklet.

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### BENEFITS OFFERED

- 401K Retirement Plan
- Holidays (If you work 20 or more hours per week)

### ELIGIBILITY

You are eligible to participate in the 401K Retirement Plan on the first of the month following 60 days of employment.

You are eligible for Holidays as of your date of hire.



**Contact Human Resources  
with questions!**

[HR@GormanUSA.com](mailto:HR@GormanUSA.com)



## 401K RETIREMENT PLAN



### 401K RETIREMENT PLAN

#### Administered by Empower Retirement

Gorman & Company has a 401K plan which you may be eligible to participate in through pre-tax payroll deductions, or after-tax payroll deductions for Roth contributions. You are allowed to rollover existing qualified plan contributions into this plan. The entry date for participation in the employer match is the first of the month following 60 days of employment. You must be 21 years of age to participate in the Gorman 401K plan. The current discretionary employer match is 100% (dollar for dollar) of up to 6% of your annual pay. The employer match contributions are deposited on per pay period basis. There is a 6-year vesting schedule for the 401K plan.

Gorman & Company's 401K plan is set up for Auto Enrollment. This means that when you become eligible to participate in the plan, you will be **automatically enrolled** in the plan at 6%. You will receive a notice from Empower Retirement one month prior to your eligibility date explaining this and giving you the opportunity to go online and "opt out" or edit your contribution percentage.



## PAID HOLIDAYS

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Regular-status part-time team members hired to work 20 - 29 hours per week will receive 4 hours of holiday pay for full day holidays, and 2 hours of holiday pay for 1/2 day holidays. The following holidays are observed by Gorman & Company. \*Property and Corporate team members are not eligible for the Easter Holiday \*\* Hotel team members are not eligible for the Day after Thanksgiving holiday or the Good Friday holiday. See the Hotel Holiday Pay policy below for more information.

- New Year's Day
- MLK Jr. Day
- Good Friday (1/2-day) \*\*
- Easter \*
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving \*\*
- Christmas Eve Day (1/2-day)
- Christmas Day
- New Year's Eve Day (1/2-day)
- Floating Holiday

**Hotel Holiday Pay:** Due to the nature of the hotel industry operating 365 days per year, paid holidays are handled differently for hotel team members at the Company. Hotel hourly team members will be paid at the rate of one and a half times their regular rate of pay for any hours worked on an eligible holiday. For the Christmas Eve and Christmas Day holidays, and the New Year's Eve and New Year's Day holidays, hourly hotel team members will be eligible for Hotel Holiday Pay when working between the hours of 3:00 p.m. on the eve of the holiday through 11:00 p.m. on the day of the holiday. Hotel salaried team members who are scheduled to work on an eligible holiday may take the holiday on a different day within the same pay period. The Company reserves the right to change paid holiday dates depending on how the holiday falls within the week of the calendar year.



## Additional Benefits

### **Bereavement Leave:**

All team members will be granted up to 10 work days of paid bereavement leave in the event of the death of a child or step-child, up to 5 work days of paid bereavement leave in the event of the death of an immediate family member who resides in the team member's household, or up to 3 work days of paid bereavement leave in the event of the death of another immediate family member or for pregnancy loss or miscarriage.

Part-time team members will receive bereavement leave pay in accordance with the number of hours they are regularly scheduled to work on that particular day.

### **Paid Leave for Bone Marrow and Organ Donation:**

All team members are eligible for up to 5 days of paid leave to serve as a bone marrow donor, and for up to 3 weeks of paid leave to serve as an organ donor (actual amount of paid leave will be prorated based on employment status).

### **Jury Duty:**

Full-time team members who are called for jury duty will be paid their regular wage for up to one week. This benefit also extends to eligible part-time team members, should they need to serve on jury duty on days they are regularly scheduled to work. In such case, the part-time team member will receive pro-rated jury duty pay in accordance with the number of hours they are regularly scheduled to work on each scheduled day.

*For a complete list of benefits and further information please reference the Team Member Handbook.*



# Contact Information

If you have specific questions about a benefit plan, please contact the administrator listed below, or the human resources department.

BENEFIT	ADMINISTRATOR	PHONE	WEBSITE/EMAIL
401K Plan	Empower Retirement	800-338-4015	<a href="http://www.empower-retirement.com/participant">www.empower-retirement.com/participant</a>
Human Resources			<a href="mailto:HR@GormanUSA.com">HR@GormanUSA.com</a>

