

2026 Accounting

Retention Program

The Accounting Retention Program is an annual company-matched incentive to motivate, improve, and encourage the Accounting Department's retention efforts.

The employee agrees to deductions of 25¢ per clock hour which is held from the semi-monthly paycheck. The deductions take place between January 1st through November 30th, and the incentive payout will be rewarded on each year's December 10th paycheck. On the December payout, the company will match the employee's contribution.

Note the following:

- Employees who transfer and remain actively employed with the company are entitled to the full reward amount in December's payout. **Employees must have a continuous employment history.**
 - Employees who have a lapse in employment will start at zero on the date of rehire. Prior contributions are forfeited.
- Only ACTIVE employees are entitled to the payout in December.
 - **Exceptions:** Inactive employees on approved, qualified Leave of Absence (FMLA, Disability, Military, or Worker's Compensation) are eligible for the reward in December.
- Employees who are terminated before the December payment will be reimbursed for self-contributions after a 30-day processing period. (NOT THE COMPANY MATCHING)
 - **Exceptions:** Employees who have been terminated for misconduct or breach of company policy will not be reimbursed for self-contribution.
- Employees who voluntarily terminate their employment forfeit all monies including self-contributions and the company matching.
- Employees who decide to opt out during the program can only opt in at the start of the program the following year.
 - For active employees, payouts are NOT issued before December 10th paycheck. (self-contributions and matching amounts)

INITIAL ONLY ONE

	OPT IN	I wish to opt in to the Accounting Retention Program. If I voluntarily terminate my employment, I forfeit all monies including self-contributions and the company matching.
	OPT OUT	I wish to opt out of the Accounting Retention Program.

Employee Print Name

Employee Signature

Date

Manager Print Name

Manager Signature

Date