



U.S BENEFIT PROGRAM **ELIGIBILITY**

Introduction



Eligibility for Cision's Benefit Programs is based on the employee's work classification and the number of hours worked per week. Certain programs are governed by Federal, State and/or tax regulations. Contractors and 3rd Party Agency Hires are not eligible for Cision benefits. Listed below are the current benefit eligibility requirements.

If a conflict exists between a statement in this summary and the provisions in the Plan documents, master contracts, the Evidence of Coverage (EOC), the benefit Plan document will govern how benefits are administered and paid. Cision reserves the right to change or modify the terms of any program at any time.

Health Benefits and Insurance Plans

Benefit Plan	Full Time Employees	Part Time & Temporary Employees		Other Employees
	Regular employees who work more than 30 hours a week in a 12-month period	Average less than 30 hours a week in a 12-month period	Average more than 30 hours a week in a 12-month period	Contractors, 3rd Party Agency Hires, Interns
Medical	Yes	No	Yes	No
Dental	Yes	No	Yes	No
Vision	Yes	No	Yes	No
Life Insurance	Yes	No	Yes	No
Accidental Death & Dismemberment (AD&D) Insurance	Yes	No	Yes	No
Flexible Spending Accounts (Health / Dependent Care)	Yes	No	Yes	No
Health Savings Account (HSA)	Yes (based on medical plan election)	No	Yes (based on medical plan election)	No
Short Term Disability (STD)**	Yes	No	Yes	No
Long Term Disability (LTD)	Yes	No	Yes	No
401(k) Retirement Savings Plan	Yes	No	Yes	No

*Subject to employee IRS HSA eligibility rules; employee certifies IRS eligibility on the Cision Benefits Enrollment Site.

**For non-commissioned employees, eligible pay for benefit purposes is defined as your normal pre-disability base pay. It does not include bonus payments, overtime, or other extra compensation. For commissioned employees, eligible pay is defined as your pre-disability base pay + the 12-month average paid commission. Please refer to Cision's leave document for further details.

Mental Health Support Benefits

Benefit Plan	Full Time Employees	Part Time & Temporary Employees		Other Employees
	Regular employees who work more than 30 hours a week in a 12-month period	Average less than 30 hours a week in a 12-month period	Average more than 30 hours a week in a 12-month period	Contractors, 3rd Party Agency Hires, Interns
Employee Assistance Program (EAP)	Yes	Yes	Yes	Yes
Headspace	Yes	Yes	Yes	Yes

Other Benefits

Benefit Plan	Full Time Employees	Part Time & Temporary Employees		Other Employees
	Regular employees who work more than 30 hours a week in a 12-month period	Average less than 30 hours a week in a 12-month period	Average more than 30 hours a week in a 12-month period	Contractors, 3rd Party Agency Hires, Interns
Education Assistance	Yes	No	No	No
Adoption Assistance	Yes	No	No	No
Donation Matching	Yes	No	No	No
Employee Discounts	Yes	No	No	No
Business Travel Accident (BTA) Insurance	Yes	Yes	Yes	No

Time Off Plans

Benefit Plan	Full Time Employees	Part Time & Temporary Employees		Other Employees
	Regular employees who work more than 30 hours a week in a 12-month period	Average less than 30 hours a week in a 12-month period	Average more than 30 hours a week in a 12-month period	Contractors, 3rd Party Agency Hires, Interns
<u>Flex Time Off (FTO)</u>	Yes	No	No	No
Sick Time	Yes	Yes	Yes	No
Paid Holidays	Yes	Yes, if the holiday occurs during the regular schedule	Yes, if the holiday occurs during the regular schedule	No
Paid Time Off (PTO) Part-Time and Temporary Employees	No	Yes	Yes	No
Medical Leave (including Pregnancy Disability)	Yes	No	No	No
Family and Medical Leave Act (FMLA)	Yes, when meets Federal Law Eligibility (<i>12-month employment & 1,250 hours worked in the year preceding the leave request</i>)			
Paid Parental Leave	Yes	No	No	No
<u>Jury Duty</u>	Yes	Yes	Yes	No
<u>Bereavement Leave</u>	Yes	Yes	Yes	No
Personal Unpaid Leave	Yes, pursuant to eligibility criteria and manager approval			No
Military Leave	Yes	Yes	Yes	Yes
<u>Organ Donor Leave</u>	Yes	No	No	No

