
ELIGIBILITY

Follett provides benefits for full-time team members who are regularly scheduled to work 30 or more hours per week. The effective date for most plans is the first of the month following 30 days of continuous full-time employment. Rehire eligibility rules may differ.

Eligible dependents include your legal spouse, qualifying domestic partner, and children up to their 26th birthday.

MEDICAL

Follett shares the cost of medical with the team member and offers three Anthem Blue Cross Blue Shield health plan options:

Anthem HRA Gold — This plan provides traditional PPO coverage. Follett allocates an annual contribution to your Health Reimbursement Account to help cover expenses prior to the deductible.

Anthem HSA Silver and Bronze — These are high deductible health plans with the option to enroll in a Health Savings Account to help pay for qualified expenses.

In California, a non-Anthem HMO plan may also be offered.

Follett's medical plans have no pre-existing condition limitations and 100% coverage for preventive care services, based on Nationally Recommended Preventive Care Guidelines for your age and gender.

PRESCRIPTION DRUG

Prescription drug coverage is included with all medical plans. Prescriptions must be filled at a network pharmacy or through the mail order program. Prescription drug coverage is administered by Express Scripts.

DENTAL

Follett shares the cost of dental with the team member and offers two dental plan options from CIGNA HealthCare:

Dental PPO Plan — Under this plan, you can visit any provider, but you will pay a lower deductible and receive a higher annual benefit by using network providers.

Dental DMO Plan — This plan offers no deductible or annual benefit maximum. The fees are based on the Patient Charge Schedule. No out-of-network coverage. Not available in all geographic locations.

VISION

Follett provides a voluntary vision plan through VSP. When a team member enrolls in a medical plan offered by Follett, they should refer to the medical plan summary for vision coverage offered through the medical plan.

LIFE INSURANCE

Follett provides free basic life insurance and accidental death & dismemberment insurance (AD&D) equal to one time their annual salary up to \$50,000 each.

Supplemental Life — In addition to the life insurance provided by Follett, team members may also enroll in supplemental life insurance in amounts up to five times their annual salary to a maximum of \$1,500,000. Evidence of insurability may be required.

Dependent Life — You may choose to elect dependent life insurance:

- Spouses and domestic partners are covered at \$20,000.
- Children up to age 26 are covered at \$10,000.

Personal Accident — You can also choose to enroll in personal accident insurance for extra protection from death or injury due to an accident. Coverage can be purchased in increments of \$50,000 up to \$500,000 for yourself and your eligible dependents.

Business Travel Accident — You are enrolled from the first day of employment. This coverage provides 24-hour accident protection while traveling on business.

DISABILITY INSURANCE

Short-Term Disability — Follett provides short-term disability coverage to team members who have completed six months of full-time service.

Long-Term Disability — Follett provides team members with basic LTD coverage, which provides 50% of eligible pay to a maximum monthly benefit of \$5,000. Team members can choose to purchase additional LTD coverage, which provides 60% of eligible pay to a maximum monthly benefit of \$10,000. LTD payments begin after 180 consecutive days of disability.

RETIREMENT SAVINGS PLAN

The Follett Retirement Savings Plan is administered by T. Rowe Price and contains two components – 401(k) and Profit Sharing.

401(k) — Team members are eligible to participate and receive the company matching contribution on the 1st of the month following their date of hire. Follett matches your contribution \$0.50 per dollar, up to 4% of your eligible pay per pay period. You are vested in the company match contribution after you have completed 3 years of service during which you worked at least 1,000 hours each year.

Profit Sharing — Follett provides an annual discretionary contribution for non-bonus eligible team members, based on Follett's overall profitability. The Profit Sharing contribution may differ by business unit. You are vested in the Profit Sharing dollars after you have completed 3 years of service during which you worked at least 1,000 hours each year.

FLEXIBLE SPENDING ACCOUNTS

You can choose from three Flexible Spending Accounts:

Health Care — Set aside up to \$2,650 per year for qualified out-of-pocket medical, dental, prescription or vision expenses.

Limited Purpose — Available for HSA medical participants to set aside up to \$2,650 per year for qualified dental and vision expenses.

Dependent Care — Set aside up to \$5,000 per year for qualified child care or elder care expenses. If you are married and file separate tax returns, you can set aside up to \$2,500.

PRE-TAX TRANSPORTATION

You can enroll in two types of accounts for commuter expenses:

Mass Transit — Pre-tax benefit for work travel expenses such as passes, fare card, ticket and certain vanpools.

Parking — Pre-tax benefit for parking expenses incurred to park near your worksite or at a “park and ride” lot.

PET INSURANCE

Nationwide Pet Insurance is available to team members to purchase coverage for your eligible pets for accidents, injuries, illnesses and routine care. Costs vary by species, age, state and the plan selected. Pre-existing conditions not covered.

FOLLETT WORKLIFE SOLUTIONS

Follett provides team members and their immediate family members with access to free confidential services provided by ComPsych GuidanceResources that includes counseling, legal, financial and family guidance services and resources.

VACATION/PAID TIME OFF

Follett provides team members with vacation/paid time off. Policies are based on length of service and vary by division.

COMPANY HOLIDAYS

Each division establishes their own holiday schedules based on business requirements and may include personal holidays. You become eligible for paid holidays from the first day of employment.

BEREAVEMENT PAY

You will be paid for time out of the office to attend the funeral of a member of your immediate family. The maximum paid funeral leave will be three workdays at the team member’s regular rate of pay and work schedule.

JURY DUTY

You will be eligible to receive your regular pay for up to 30 calendar days while serving on a jury.

CREDIT UNION

Follett provides access to two approved credit unions to serve the banking needs of team members: Corporate America Family Credit Union and NuMark Credit Union.

TEAM MEMBER DISCOUNTS

Follett offers various discounts on services and products. These discounts can vary by location.

This benefit summary is for illustrative purposes only and is subject to change at any time. The controlling terms and conditions of the benefit plan are contained in the Plan Document and the Summary Plan Description (collectively, the “Documents”). If there are any conflicts between this summary and the terms of the Documents, the terms of the Documents shall control.