



GRACE MGMT INC.

A CPF LIVING COMPANY

Transition and Benefits Information for Rivertown Ridge

Transition Details

- Date of Transition: November 19, 2025
- New Hire Paperwork: Two separate emails including Onboarding Paperwork & I-9 will be sent from Liz Jacobs via DocuSign to personal email on November 6th or 7th.
- Timeclocks: Being sent. If not operational by Day 1, track time using paper timecards

Vacation Balances

- Current vacation balances will be paid out by your current ownership
- These hours do not carry over to the new ownership

Vacation Accrual

- Full-time associates will accrue vacation as follows:

Length of Service Completed	Accrual Rates Days per Month	Max Days per Year
1-3 Years	.83 (6.67 Hours)	10 Days (80 Hours)
4-9 Years	1.25 (10.0 Hours)	15 Days (120 Hours)
10+ Years	1.67 (13.36 Hours)	20 Days (160 Hours)

- **Current associates retain their original hire date and begin accruing time off from Day 1**
- New associates (less than 90 days): Begin accrual 1 month after hire date

Michigan Sick Time

- Available to all associates
- Accrual rate: 1hr for every 30 hours worked up to a maximum of 72 hours per year
- Sick leave is available after 90 days of full-time employment
- Unused sick leave carries over year to year

Paid Holidays

6 Paid Holidays + 1 Personal Holiday:

- January 1 – New Year's Day
- May – Memorial Day
- July 4 – Independence Day
- September – Labor Day
- November – Thanksgiving
- December 25 – Christmas
- 1 Personal Holiday

401(k) Enrollment

- Available after 1 year of service as a GMI associate
- Immediate rollover possible, but contributions delayed for one year unless you have over a year of service
- Enrollment instructions from Empower will be sent approximately 30 days before eligibility
- Automatic enrollment at 3% contribution unless opted out online
- Current full-time associates will be auto enrolled in January 2026
- Company matches are discretionary and allocated annually (Q1 or Q2)

Pay Periods & Payroll

- Pay Periods: Bi-weekly, starting every other Sunday
- First Pay Period: November 19th-29th
- First Paycheck: December 5th
- Paydays: Every other Friday
- Payroll is processed by the home office
- You will receive a new UKG time clock

Benefits

Effective Dates:

- Hired on or before 10/2/2025: benefits effective 12/1/25
- Hired 10/3/25-11/2/25: benefits effective 1/1/26
- Hired after 11/2/25: benefits effective 2/1/26

Benefit Guides:

- Available digitally in the enrollment system