

# Benefits 2024



## Paid Time Off (PTO)

Little provides a generous PTO program in which employees can use their days off however they choose - sick, vacation, personal and holidays. The total number of PTO days received depends on length of service (pro-rated for partial years worked - first and last year of employment).

YEARS WORKED	NUMBER OF DAYS OFF
(0-3)	25
(4-7)	30
(8-10)	35
(10+)	Unlimited

## OUR QUALITY OF LIFE PROGRAM

gives all employees the opportunity to balance and enrich their lives, and to create a supportive work environment. The program integrates a number of components, including Paid Time Off (PTO) and telecommuting.



## Little's Brand Promise

**ELEVATING YOUR PERFORMANCE**  
Results Beyond Architecture



## Other Benefits

Medical, dependent care and qualified transportation expense reimbursement accounts offered on a pre-tax basis

A confidential Employee Assistance Program available 24/7

**Payment of professional licensing/registration/certification fees, as well as annual national, state and local professional organization dues**

Little commits to reimbursements of up to \$500 in licensure exam preparation across the duration of examination going forward for Architects, Engineers, and Interior Designers.






LITTLE, recognized as one of the "Best Firms to Work For" nationally by a leading industry organization, is committed to having the best team of highly talented, highly motivated professionals, so we strive to provide our employees with the freedom, flexibility and resources needed to make the choices that work best for their life. In addition to a comprehensive benefits package that includes health, dental, life and disability insurance, Little offers a generous Paid Time Off (PTO) program, a tax-deferred 401(k) plan, telecommuting opportunities and an Employee Assistance Program (EAP) to all employees.



## Health Insurance Providers

Little's medical and prescription drug insurance is administered by **Cigna**. Three plan options are available; two High Deductible Health Plan with a Health Savings Account and one Co-Pay Plan. Little's Dental Plan is administered by **Sun Life**. You may continue to seek treatment from the dentist of your choice, but the *Sun Life Dental Network* is available to you. Little's Vision Plan is administered by **EyeMed**, utilizing the *Insight* network of providers.

Plan*	 <b>MEDICAL</b> CIGNA			 <b>DENTAL</b> SUN LIFE		 <b>VISION</b> EYEMED
	HDHP 6500 WITH HSA	HDHP 4000	CO-PAY PLAN	CORE	BUY-UP	CORE
Employee	\$67.26	\$82.40	\$133.90	\$22.02	\$28.47	\$5.43
Employee & Spouse	\$211.95	\$257.50	\$329.60	\$44.66	\$61.39	\$10.31
Employee & Child(ren)	\$169.30	\$206	\$270.38	\$56.32	\$63.57	\$10.85
Employee & Family	\$348.47	\$422.30	\$476.38	\$78.96	\$96.31	\$15.95

\* Insurance Premiums are taken out of the first 2 paychecks per month, total of 24 deductions per year.



## Retirement Planning

Little provides a retirement plan to all employees that consists of two elements: a 401(k) plan and a discretionary profit sharing plan. Company contributions may be made through the profit sharing plan, and employee contributions (salary deferrals) are made through the 401(k) plan.

Employees who meet the eligibility requirement (21 years of age) are eligible to participate immediately upon hire.

The profit sharing contribution is evaluated annually based on Company performance and regulated by Internal Revenue Code. Upon eligibility, the Company's contribution, if applicable, is based on employee annual base earnings paid during the period of eligibility. The employee's and the Company's contributions are 100% vested when made.



Benefits  
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## Life & Disability Insurance

Little provides all full-time employees with Basic Group Life insurance in the amount of \$50,000, as well as short-term and long-term disability coverage at no cost to the employee. Additional voluntary life insurance coverage is also available for the employee as well as the employee's spouse and children.