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| <b>Summer Incentive Pay Guidelines</b> |
| Scope: Applied Behavioral Services     |
| Revised Date: 5/1/2026                 |

**PURPOSE:** Summer Incentive Pay provides an incentive to team members to remain employed through the end of the school year, reducing vacancies during the school year.

## DEFINITIONS

- **Employment Type:** A team member’s “employment type” is dependent upon the designation specified in UKG (the Company’s HR information system) using field “Project” and reflected on the team member’s offer letter. The Project status is driven by the needs of the school and may vary within position(s).
  - **11-month status:** Team member that works 11-months over the regular school year and has a designated summer break period(s).
  - **12-month status:** Team member that works a 12-month work schedule.
- **Summer Break:** The period between the end of one regular school year, and the start of the next regular school year.
- **Summer Incentive Pay:** A monetary sum provided to team members if they meet the conditions set forth in this guideline. This payment is equal to the team member’s regular rate of pay times the hours normally worked per day during the regular school year.
  - **Summer Break Pay:** Incentive paid to team a member at their normal rate of pay for their regular scheduled shift during Summer Break.

## PROCEDURES

### 11- Month Team Member

- If a 11-Month team member starts work on or before 5/1 (if 5/1 falls on a weekend, the date would be the first working day following 5/1), they are eligible for Summer Incentive Pay if they complete the last day of the school and will be returning for the following school year.
  - If an 11-Month Team Member intends to resign and not return for the following school year, they must give appropriate notice prior to the last working day of the school year, and work until the last day of the year to receive Summer Incentive Pay.
- If an 11-Month Team Member starts work between 5/2-6/30, they will not receive Summer Incentive Pay.
- If an 11-month team member separates from employment for any reason before the last scheduled day of the regular school year, they will not receive any type of Summer Incentive Pay.

### 12- Month Team Member

Team members designated as 12-month staff are required to work 12 months and are not eligible for any type of Summer Incentive Pay.

## Benefits

Team members who will return the following school year will remain eligible to participate in all benefits during Summer Break.

## Leaves of Absence

If a team member takes a leave of absence (FML eligible or non-FML) of up to 12 weeks during the school year, they will remain eligible for Summer Incentive Pay.

In the event a team members leave of absence extends beyond 12 weeks and they do not have personal or sick time to cover the additional time, Summer Incentive pay will be reduced proportionate to the time not paid during the school year.