



2024 Benefit Highlights

This brief summary provides a general overview of The Kohala Center's (TKC) benefits and is not designed to be an employment contract between you and TKC.

Medical Insurance: TKC provides all eligible regular full- and part-time employees with single individual medical coverage, with prescription drug and vision care riders, through HMSA. The full premium for individual medical coverage is paid by TKC. We also provide supplemental chiropractic and massage therapy benefits – 24 visits per year with a nominal co-pay for in-network providers. TKC will also cover half (up to 50%) of the premium cost to cover one dependent, such as a spouse or child. (Please note that HMSA and/or TKC may request a copy of the marriage or birth certificate to enroll dependents.) Deductions for employee contributions toward premium costs will be made via payroll on a bi-weekly basis.

Dental Insurance: Dental coverage is available through Hawaii Dental Service and the full premium for individual coverage is paid by TKC. TKC will also cover half (up to 50%) of the premium cost to cover one dependent, such as a spouse or child. Deductions for employee contributions toward premium costs will be made via payroll on a bi-weekly basis.

Voluntary Supplemental Benefit Plans: We offer voluntary (employees pay the premium cost via payroll deduction) enrollment in Aflac supplemental insurance plans including short-term disability, critical illness, cancer insurance, life insurance, and long-term care. Premiums are paid in entirety by the employee via salary reduction and are portable once you leave employment with TKC.

PIOPAC Flexible Spending Account: Available to regular full- and part-time employees and temporary full- and part-time employees with assignments of one year or more. Use pre-tax earnings to pay for eligible out-of-pocket health care expenses and/or dependent or elder care, potentially saving you hundreds of dollars while reducing taxable income.

Temporary Disability Insurance: If you become totally disabled as a result of a non-work-related illness or injury and you meet certain eligibility requirements, you may apply for and receive TDI benefits. TKC pays the full premium for Temporary Disability Insurance coverage.

Worker's Compensation Insurance: If you become injured while working, this insurance provides wage replacement and medical benefits. TKC pays the full premium for Worker's Compensation Insurance coverage.

Holidays: The Kohala Center observes 13 paid holidays, plus four personal holidays (up to 32 hours for full-time employment; you choose the dates) per year.

Holiday	Date	Holiday	Date
New Year's Day	Monday, January 1	Lā Ho'ihō'i Ea	Wednesday, July 31
MLK Day	Monday, January 15	Labor Day	Monday, September 2
President's Day	Monday, February 19	Thanksgiving	Thursday, November 28
Memorial Day	Monday, May 27	Day After Thanksgiving	Friday, November 29
Kamehameha Day	Tuesday, June 11	Christmas Eve (1/2 Day)*	Tuesday, December 24
Independence Day	Thursday, July 4	Christmas Day	Monday, December 25
		New Year's Eve (1/2 Day)*	Tuesday, December 31

**Subject to President and CEO approval, TKC typically provides paid "winter holidays" on the workdays between Christmas Day and New Year's Day. These additional paid holidays are usually announced in September.*

Vacation: Regular full-time and part-time employees are eligible for paid vacation based on an accumulation system (see chart below; rates listed are for full-time). Regular employees begin accumulating vacation time from the start date of employment. You may carry over up to 40 unused vacation leave hours (prorated for part-time employees) to the next calendar year.

Length of Employment	Per Pay Period Accumulation	Maximum Accumulation per Year
1 to 3 years	0.0384 hours per hour worked	80 hours
3+ years	0.0576 hours per hour worked	120 hours

Sick Leave: Regular full-time and part-time employees accumulate 0.0307 hours of sick time per hour worked, with an annual accumulation of 64 hours for full-time employment. Full-time employees may carry over up to 40 unused sick leave hours to the next calendar year (prorated for part-time employees).

Other leaves available: Family Illness and Extended Bereavement Leave, Funeral Bereavement Leave, Parental Leave.

For questions regarding The Kohala Center's benefits, please contact Liam Kernell, Director of Community Experience, at 808-887-6411 or lkernell@kohalacenter.org.