2024 Benefit Holiday

YOUR PAY *new way*

For one pay period, THG will cover your medical benefit premiums – putting that money back in your paycheck.

At the beginning of 2024, we're taking the important step of moving all Heritage Group employees – salaried and hourly – onto the same bi-weekly payroll cycle. This change will support our technology upgrade that will allow you to access your pay and benefit information when and where you need it, even on your cell phone.

We know this adjustment will require some planning and may affect how you budget. That's why we're introducing a one-time benefit holiday during the transition. Here's what you need to know.

What is a "benefit holiday?"
A benefit holiday is a pay period during which THG will pay your medical benefit premiums. Money that would ordinarily be deducted from your paycheck will instead go directly to you. Non-medical benefit premiums will be deducted from these paychecks as usual.

Why is The Heritage Group offering a benefit holiday?
As our family of businesses grows, one thing will always remain the same – people are at the heart of all we do. While shifting to a new payroll cycle will ultimately improve the employee experience, we know the process may feel disruptive for some employees. The benefit holiday is intended to support everyone through this transition. We're all in this together!

Who is eligible for the benefit holiday, and when will it happen?
All active employees who are enrolled in the medical plan and receive a paycheck on the date of the benefit holiday will be eligible. You can enroll in medical benefits for 2024 from Oct. 30 - Nov. 10 to be eligible for the benefit holiday.

Employee Type	Benefit Holiday Paycheck
Salaried Employees Currently Paid Semi-Monthly & Hourly Employees Currently Paid Biweekly*	January 11
Hourly Employees Currently Paid Weekly	February 22
AMI Seasonal Employees Currently Paid Weekly	June 13

Please contact HR Shared Services at *HRSS@thgrp.com* with your specific questions – or connect with your manager or local HR leader any time.

*For employees paid semi-monthly moving to bi-weekly in 2024, HSA, FSA, and DCFSA elections will not be deducted from the transitional January 11 paycheck; instead, those contributions will be distributed across the year's remaining 25 paychecks.

AUGUST 2023