



2021 STANDARD SERVICE BONUS AND HOLIDAY SUMMARY

2021 Service Bonus Eligibility Requirements

- Hours worked on the following assignments do not count toward Kelly's Service Bonus: Kelly Education (Refer to **Kelly Education Service Bonus Plan [e3132]**), Kelly OCG-BPO, Payroll Services without benefits, Federal Government, and with customers offering specific paid time off plans.*

The 2021 service bonus eligibility year includes checks dated December 21, 2020, through December 19, 2021. Kelly Services will pay a service bonus if an employee satisfies the requirements listed below.

Eligible Hours: Hours worked on most Kelly assignments; does not include hours worked on ineligible assignments (listed above). Employees are credited with 40 hours per week toward the service bonus while assigned to exempt from overtime positions paid on a salary basis.

If worked at least 1,500 eligible hours and less than 1,800 eligible hours:

- One percent of the employee's gross wages earned on eligible assignments (excluding service bonus payment) for the applicable service bonus eligibility year. (For 2021, this payment will exclude the service bonus payment for 2020 benefit plan year if it applies to that employee.)

Note: This 1% bonus payment is inclusive of all overtime compensation, as the 1% will also be applied to all overtime payments.

If worked 1,800 eligible hours or more:

- Two percent of the employee's gross wages earned on eligible assignments (excluding service bonus payment) for the applicable service bonus eligibility year. (For 2021, this payment will exclude the service bonus payment for 2020 benefit plan year if it applies to that employee.)

Note: This 2% bonus payment is inclusive of all overtime compensation, as the 2% will also be applied to all overtime payments.

Be active at year end and on a Service Bonus eligible assignment. "Active at year end" is defined as having received a paycheck/advice dated during the eligibility period in December 2021 for actual time worked.

2021 Holiday Eligibility Requirements

- Hours worked on the following assignments do not count toward Kelly's Holiday Pay plan: Kelly Education, Kelly OCG-BPO, Payroll Services without benefits, Federal Government and exempt from overtime assignments paid on a salary basis. Additionally, assignments offering Holiday benefits different from the Kelly Services Holiday plan described above are excluded.*

Holiday	Date	26-Week period (work and be paid 960 hours)	Week Prior to Holiday (work and be paid at least 30 hours)	Holiday Pay Qualifying Hours Report Available in AIM
Memorial Day	Monday, May 31, 2021	November 30, 2020 through May 30, 2021	May 24, 2021 thru May 30, 2021	May 3, 2021
Independence Day	Monday, July 5, 2021	January 4, 2021 through July 4, 2021	June 28, 2021 thru July 4, 2021	June 7, 2021
Labor Day	Monday, September 6, 2021	March 8, 2021 through September 5, 2021	August 30, 2021 thru September 5, 2021	August 9, 2021
Thanksgiving Day	Thursday, November 25, 2021	May 24, 2021 through November 21, 2021	November 15, 2021 thru November 21, 2021	October 25, 2021
Christmas Day	Friday, December 24, 2021	June 21, 2021 through December 19, 2021	December 13, 2021 thru December 19, 2021	November 22, 2021
New Year's Day 2022	Friday December 31, 2021	June 28, 2021 through December 26, 2021	* December 13, 2021 thru December 19, 2021	November 29, 2021

* Week ending December 19, 2021, is used for the 30-hour requirement for Christmas and New Year's Day holiday.