



2023 STANDARD SERVICE BONUS AND HOLIDAY SUMMARY

2023 Service Bonus Eligibility Requirements

- Hours worked on the following assignments do not count toward Kelly's Service Bonus: Kelly Education, Kelly OCG-BPO, Payroll Services without benefits, Federal Government, Kelly Connect, and with customers offering specific paid time off plans.

The 2023 service bonus eligibility year includes checks dated December 19, 2022, through December 24, 2023. 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 2023, this payment will exclude the service bonus payment for 2022 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 2023, this payment will exclude the service bonus payment for 2022 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 2023 for actual time worked.

2023 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, Kelly Connect, 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 Power BI
Memorial Day	Monday, May 29, 2023	November 28, 2022 through May 28, 2023	May 22, 2023 thru May 28, 2023	May 1, 2023
Independence Day	Tuesday, July 4, 2023	January 2, 2023 through July 2, 2023	June 26, 2023 thru July 2, 2023	June 5, 2023
Labor Day	Monday, September 4, 2023	March 6, 2023 through September 3, 2023	August 28, 2023 thru September 3, 2023	August 7, 2023
Thanksgiving Day	Thursday, November 23, 2023	May 22, 2023 through November 19, 2023	November 13, 2023 thru November 19, 2023	October 23, 2023
Christmas Day	Monday, December 25, 2023	June 26, 2023 through December 24, 2023	December 18, 2023 thru December 24, 2023	November 20, 2023
New Year's Day 2024	Monday January 01, 2024	July 3rd, 2023 through December 31, 2023	* December 18, 2023 thru December 24, 2023	November 27, 2023

* Week ending December 24, 2023, is used for the 30-hour requirement for Christmas and New Year's Day holiday.