

## 3.16 LONG-TERM EMPLOYEE INCENTIVE PROGRAM

### 3.16.1 INTENT:

LICA recognizes that our employees are the foundation of our success and long-term sustainability. To support retention, reward commitment, and encourage growth, we offer a comprehensive long-term employee incentive program.

### 3.16.2 DIRECTIVES:

- Full-time and part-time permanent Employees who have completed five or more years of service, effective January 1<sup>st</sup>, are eligible to participate in the program.
- LICA will contribute \$1,000 to each eligible Employee per calendar year. Annual contributions may vary based on budget constraints.
- Employees may choose to invest this contribution into a Tax-Free Savings Account (TFSA) linked to LICA or through the Health and Lifestyle Spending Account Program.

### 3.16.3 SCOPE: Permanent Employees

### 3.16.4 IMPLEMENTATION:

- Every January 1<sup>st</sup>, eligible Employees may choose to allocate the incentive amount as either of the following contributions:
  - a) Top-up their Health Spending/Lifestyle Spending Accounts (HSA/LSA), or
  - b) Deposit as an annual lump sum into their TFSA through LICA.
- The annual selection must be submitted in writing to the Reporting Manager.
- Any unspent dollars allocated in the employee's HSA/ LSA as of December 31st will be considered forfeited and returned to the employer.
- Employees have the option to open a TFSA through LICA's financial institution, linked to LICA through direct deposit. This account is not employer-matched.

### 3.16.5 SUPPORTING DOCUMENTS:

- 3.15 Employee Health & Lifestyle Spending Accounts