

The logo consists of the letters 'GL' in a bold, white, sans-serif font, positioned within a bright orange triangular shape that points towards the top right of the page. The background of the entire page is a scenic photograph of a mountain range with snow-capped peaks and a dense forest of evergreen trees in the foreground. The image is overlaid with several semi-transparent geometric shapes: a large dark grey triangle on the left side, a light blue triangle at the bottom, and the orange triangle containing the logo at the top right.

GL

# EMPLOYEE BENEFITS

## FOR FULL-TIME WORKERS

Supporting Your Life,  
Not Just Your Work

*The following information is provided as a general overview of employer-sponsored benefits for potential employees of Gravis Law. Nothing in this document is a guarantee of employment, eligibility for benefits, entitlement to benefits, or specific cost of any benefit. The benefit providers' official plan and/or policy is controlling on all terms, conditions, benefits, eligibility, other requirements, etc.*

*Potential employees may contact the Human Resources Director ([HR@GravisLaw.com](mailto:HR@GravisLaw.com)) to obtain copies of the benefit providers' documents, descriptions, overviews, etc., regarding any plan described herein. You may also contact the Human Resources Director for estimated monthly premiums for any plan described herein.*

*Employees are eligible for medical, dental, vision, and life insurance on the 1st of the month after hire.*

## MEDICAL INSURANCE

### Plan

Employees may select from a variety of tiered medical plan options, including PPO plans and a Health Savings Account (HSA) option.

### Employer Contribution

Gravis Law contributes toward the cost of employee and dependent medical coverage. Contribution levels vary by plan and coverage tier. Employees are responsible for any remaining premium costs through payroll deductions.

## DENTAL INSURANCE

### Plan

Dental coverage is available through a leading insurance provider.

### Employer Contribution

Gravis Law offers dental coverage with employee premium contributions determined by the selected plan and coverage level.

### VISION INSURANCE

#### Plan

Vision coverage is available through VSP.

#### Employer Contribution

Employee premium contributions for vision coverage are determined by the selected plan and coverage level.

### LIFE INSURANCE

#### Plan

Basic life insurance coverage is provided, with optional voluntary plans available.

#### Employer Contribution

Gravis Law covers the full premium for basic life insurance. Employees may elect to purchase additional voluntary coverage for themselves and eligible dependents.

### 401(k) Retirement Plan

#### Eligibility

Full-time employees are eligible to participate beginning on the first day of the month coinciding with the date they satisfy eligibility requirements.

#### Employer Match

Gravis Law provides a matching contribution based on employee deferrals, subject to plan terms and limits.

#### Rollovers

Employees may roll over a qualified account from a prior employer upon commencing employment with Gravis Law; however, contributions may not begin until eligibility requirements have been satisfied.

### FLEXIBLE WORK SCHEDULE

Our flexible scheduling approach allows attorneys to manage their time effectively, ensuring alignment with job responsibilities and client commitments. This structure supports work-life balance while maintaining a high standard of client service.

As part of our comprehensive benefits package, paid time off policies are designed to be flexible and are commensurate with an attorney's experience, book of business, and professional background, allowing for time off as needed for rest, relaxation, and personal obligations.

We believe in prioritizing employee well-being and recognize the importance of taking time to rest, recharge, and meet personal obligations.

### PAID TIME OFF

In addition to eleven office holidays, new full-time employees receive up to 80.00 hours of Paid Time Off ("PTO") each year to be used for any purpose. Employees who reach four years of employment receive 120.00 hours of PTO each year; employees with six years of employment or more receive 160.00 hours.

Non-exempt employees accrue PTO over the course of the year based on hours worked. Exempt employees' PTO is front-loaded on January 1 each year. If an exempt employee commences employment at any time other than January 1, the amount of frontloaded PTO will be prorated based on the employee's start date. Employees may carry over up to 40 hours of accrued and unused PTO each year.

**Volunteer Time Off:** Attorneys and paralegals may be eligible to receive paid leave to perform pro bono legal work. All employees may also be eligible to receive paid leave to perform volunteer work in connection with an event officially sponsored and/or sanctioned by Gravis Law.

### OTHER BENEFITS

#### Attorney Licensing & CLE Reimbursement

Each year, Gravis Law: (1) reimburses attorneys for the cost of Continuing Legal Education expenses up to \$1,000.00; and (2) covers attorneys' licensing fees. \*Until the attorney has completed a full year of employment, Gravis Law will reimburse state licensing fees at the end of each calendar year.

#### Discounted Legal Services Through Gravis Law, PLLC

In certain circumstances, an employee may be eligible to receive discounted legal services provided by a Gravis Law attorney. All requests will be evaluated on a case-by-case basis. The availability of any such legal services is subject to conflict of interest and other provisions.

# ABOUT Gravis Law

Gravis Law is a full-service law firm founded in Eastern Washington in 2013. What started as a single office has grown into a multi-state network of attorneys united by a common belief: that practicing law should be rewarding, not overwhelming. We give our attorneys the infrastructure, support, and community to do their best work.

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**FOUNDED IN  
WASHINGTON**

50+

**ATTORNEYS ACROSS  
10+ DISCIPLINES**

20+

**LOCATIONS  
IN 10 STATES**

## Why Choose Gravis?

Gravis Law was founded on a simple idea: that people in rural and mid-market communities deserve access to world-class legal services. As we have grown, that mission has stayed the same. We combine the reach and resources of a large firm with the accessibility and culture of a place where people actually know your name.

## With Offices Located Across the Country

Washington | Montana | Idaho | Arizona | Utah | Colorado | Oregon | Tennessee | Nevada | Texas

## Estate Planning & Family Law is our bread and butter.

Our attorneys also offer services for:

Probate  
Real Estate  
Litigation

Bankruptcy  
Social Security Law  
Arbitration & Mediation

Business Law  
Personal Injury  
And More

# Gravis Law

## Our Approach to Law

We believe the practice of law should be Uncomplicated. For our clients, that means clear communication and attorneys who are focused on their needs. For our attorneys, that means the infrastructure and support to do their best work.

## Our Secret Sauce

Our attorneys are backed by a centralized team handling operations, billing, marketing, and client intake. This allows us to deliver consistent, high-quality legal services across every market we serve, from rural communities to major metro areas.



## Mission, Vision, & Values

**Our mission** is to serve people and communities nationwide by delivering world-class legal services that are accessible and uncomplicated. **We envision** a future where innovative legal counsel empowers individuals, businesses, and communities to create meaningful local and national change. **Our core values** guide how we work with clients, colleagues, and our community.

## Our Core Values

Intentionally Entrepreneurial | Invested in Team & Community  
Committed to Excellence | Fun & Effective | Solution-Driven



## LEARN MORE

[GravisLaw.com](https://GravisLaw.com)

