



Insurance Eligibility and Enrollment Deadlines

Medical, Dental, Vision, Disability and Life Insurance

Hire type	Coverage begins	Days to enroll
New Hire, Rehire, Contract to Hire	First of the month coinciding with or following your hire date	30

Paid Time Off Accrual

Hourly Employees

Tenure ¹	Per Pay Period Accrual ²	Annual Accrual	Maximum PTO Bank Amount
1st day of employment through 2nd anniversary	3.0833	80 hours	120 hours
1st pay period after 2nd anniversary through 5th anniversary	4.61666	120 hours	180 hours
1st pay period after 5th anniversary	6.15	160 hours	240 hours

Salaried Employees

Tenure ¹	Per Pay Period Accrual ²	Annual Accrual	Maximum PTO Bank Amount
1st day of employment through 5th anniversary	4.61666	120 hours	180 hours
1st pay period after 5th anniversary	6.15	160 hours	240 hours

Part-time Employees (applicable to States with PPT only)

Tenure ¹	Per Pay Period Accrual ²	Annual Accrual	Maximum PTO Bank Amount
1st day of employment	2.3	60 hours	90 hours

¹ Service must be continuous.

² Accrual rates may vary based on state and local laws.



Paid Protected Time (PPT)

DISH will treat the first 40 hours¹ of PTO as Paid Protected Time (PPT) each year. You can use the time for anything you would like, but we recommend you save it for unexpected things like illnesses, family emergencies, or other extenuating circumstances that prevent you from following your department’s attendance policy.

If you’re rehired within 455 days of separation, previous service time will count towards your accruals. If rehired more than 455 days after separation, you will begin to accrue at the new hire rate.

You can find your earned PPT balance in the “Time Off” area of your HR Link profile. For more information, please see our Time Away policy on The HOP.

PPT Accrual by State

Group	States	Annual Accrual	Carry Over	Annual Use	Max PPT Bank ²
1	All other states	40 hours	40 hours	Available Time in PPT Bank	80 hours
2	Colorado Minnesota	48 hours	48 hours	Available Time in PPT Bank	80 hours
3	Texas Maryland Illinois New York	64 hours	80 hours	Available Time in PPT Bank	80 hours
4	California Washington	80 hours	80 hours	Available Time in PPT Bank	120 hours

401(k) Plan

Eligible the first of the month following 90 days of service.³

Date of Hire	401(k) Effective Date
January 1, 2024 – January 2, 2024	April 1, 2024
January 3, 2024 – February 1, 2024	May 1, 2024
February 2, 2024 – March 3, 2024	June 1, 2024
March 4, 2024 – April 2, 2024	July 1, 2024
April 3, 2024 – May 3, 2024	August 1, 2024
May 4, 2024 – June 3, 2024	September 1, 2024
June 4, 2024 – July 3, 2024	October 1, 2024
July 4, 2024 – August 3, 2024	November 1, 2024
August 4, 2024 – September 2, 2024	December 1, 2024
September 3, 2024 – October 3, 2024	January 1, 2025
October 4, 2024 – November 3, 2024	February 1, 2025
November 4, 2024 – December 1, 2024	March 1, 2025
December 2, 2024 – January 1, 2025	April 1, 2025

Employee Stock Purchase Plan Eligibility

Eligible the first of the quarter following 90 days of service.⁴ Please note: ESPP will continue to be suspended through Q1 2024.

Date of Hire	Enrollment Deadline	ESPP Effective Date
January 1, 2024 – January 2, 2024	March 15, 2024	April 1, 2024
January 3, 2024 – April 2, 2024	June 15, 2024	July 1, 2024
April 3, 2024 – July 3, 2024	September 15, 2024	October 1, 2024
July 4, 2024 – October 3, 2024	December 15, 2024	January 1, 2025
October 4, 2024 – January 1, 2025	March 15, 2025	April 1, 2025

¹ Some states, cities, or municipalities may require more than 40 hours of PPT — if you work in one of those locations, you will receive an additional number of PPT hours as required by your local laws. Some states also require PPT be provided to part-time employees. See the “State and Local Rules” section above for more information on your location. Navigate to Ask HR for help under Ask HR in HR Link for questions about your specific location.

² Once maximum accrual in PPT bank is satisfied, all time will accrue to PTO bank.

³ You will receive an email from Fidelity prior to your 90th day of service showing your account has been created. You will be enrolled automatically at 3% contributions. Rehires will not be automatically enrolled. For contract-to-hires (CTH), no service credit will be provided for the 401(k) plan. To manage your account, including changing contributions or declining enrollment, contact Fidelity at www.401k.com or 800-835-5095.

⁴ Once eligibility has been met, employees are able to elect ESPP on or before the 15th of the month prior to the start of the following quarter for an effective date of the first of the month. For contract-to-hires (CTH), no service credit will be provided for the ESPP. New elections and any changes to deductions are subject to DISH’s Insider Trading Policy.