June 30, 2022

To Our Valued Employees:

The Board of Directors and the Executive Management team are thrilled to announce a bonus for employees who did not qualify for the OPWDD Workforce Stabilization Initiative. We are extremely grateful for your ongoing commitment to ACLD's mission. The bonus is based on your scheduled weekly hours as of November 1, 2021. You will receive this bonus on July 8, 2022.

You will be eligible for the bonus based upon the following criteria:

- *You are currently employed as of the date the bonus is distributed.*
- *You are scheduled in either a full or part time position as of November 1, 2021.*
- *The scheduled hours in your title/position did not qualify for the OPWDD Workforce Stabilization Initiative.*

Weekly schedules hours	Total Bonus Amount
Full-time employees *(weekly schedule of 35 hours or more)*	$2,000.00
Part-time employees *(weekly schedule of 25-34 hours)*	$1,500.00
Part time employees *(weekly schedule of 2-24 hours)*	$1,000.00

All applicable federal, state and local taxes will be withheld from the bonus payment. If you are contributing to ACLD's retirement plan a deduction will be taken from your bonus check. This contribution will go towards the maximum you are allowed to contribute.

School-based Children's Services staff are not eligible for the bonus.

On behalf of the Board of Directors and the Executive Management Team, we would like to take this opportunity to once again thank you for your loyalty to our organization and the people we support. Have a wonderful summer.

Warmest regards,

Rob, Anne Marie, Gerard and Kim

Robert Ciatto
CEO/President

Anne Marie Sime
V.P. of Adult Programs

Gerard DiMuro
V.P. of Administration

Kim Leonard
Chief Financial Officer