



THE MCCLATCHY COMPANY
Since 1857

Transitioning from Full-Time to Part-Time Employment Status

Health Care and Disability Benefits

- If you are eligible for full-time benefits and your paper offers part-time benefits, you are immediately eligible for part-time benefit coverage.
 - Please contact your HR department for the part-time benefits overview and the eligibility requirements for continued part-time benefits coverage.
- If you lose your healthcare benefits, you will be eligible for continuation of coverage through COBRA. McClatchy's third-party COBRA administrator, PayFlex, will send you a COBRA packet if you have a loss of coverage.
- Part-time employees remain eligible for company-paid Employee Assistance Program (EAP)
- Your short-term (STD) and long-term disability (LTD) benefit coverages will end on your last day of full-time employment. There is no conversion available for these benefits.

Vacation / Sick / PTO Benefits

- Part-time employees may be eligible for vacation, sick or PTO benefits. Please see your HR department for information.

Life insurance continuation / conversion

- Your life insurance coverage will end on your last day of full-time employment. You have 31 days from this date to apply to convert or port your life insurance coverage. You are responsible for making the premium payments if you port or convert your life insurance coverage.
- Conversion or portability is not automatic. You must send in an application and the first premium payment to Aetna within 31 days of your termination date if you want to continue your life insurance coverage.
- The Aetna Life Insurance Portability and Conversion Rights letter is attached

The McClatchy Company Retirement Plan

- If you were a participant in McClatchy's retirement plan at the time the Plan was frozen (March 13, 2009), the benefit accrual that you earned was frozen as of that time.

- Part-time hours will count towards additional vesting and early retirement eligibility service. Participants must work at least 750 straight-time hours within the calendar year to earn credit for a year of vesting and/or early retirement eligibility service.

The McClatchy Company 401(k) Plan

- If you have already satisfied the eligibility requirements, you will remain eligible to participate in McClatchy's 401(k) plan
- If you currently have a 401(k) loan and your part-time paycheck no longer covers the loan payments, you must contact Vanguard to arrange to make manual payments. If your loan payments are 90 days late, your loan will be treated as a taxable distribution and you will owe taxes on the outstanding balance.

The McClatchy Company Employee Stock Purchase Plan

- If you have already satisfied the eligibility requirements, you will remain eligible to participate in McClatchy's Employee Stock Purchase Plan

etna Life Insurance
151 Farmington Avenue
Hartford, CT 06156

DATE: July 1, 2008
TO: McClatchy Employee
FROM: Aetna Group Life Insurance
SUBJECT: Life Insurance Portability and Conversion Rights

Your life insurance coverage has recently been terminated due to termination of employment or no longer being in an eligible classification for coverage. You have certain rights for continuation of coverage through Aetna.

Aetna allows you to convert your group term life coverage into whole life plans. These conversion rights are required by state regulations but the conversion may be expensive. Portability rights are also available that would allow you to continue term life insurance coverage under more favorable rates. Portability is available for basic life as well as optional employee, spouse and child life coverage. Employees who are away from work due to illness or injury on the date their life insurance benefits are terminated are only eligible for the conversion (whole life) option. You options are summarized in the table below.

Life Insurance Coverage	Convert to Whole Life Plan	Port to Individual Term Life Plan*
Basic life insurance only (no AD&PL)	Yes	Yes
Optional employee life insurance	Yes	Yes
Optional spouse life insurance **	Yes	Yes
Optional child life insurance**	Yes	Yes

* Not available to employees who are away from work due to illness or injury on the date their life insurance coverage ends.

**Employee must port optional employee life insurance in order for optional spouse/child life insurance to be eligible.

To obtain an enrollment kit and rate information, please call Aetna Group Insurance Customer Service line at (800) 523-5065, Monday – Friday from 8:00 AM to 7:00 PM Eastern Standard Time.

IMPORTANT NOTE: Application and first payment are due no later than 31 days from the date your eligibility for life insurance coverage terminates.

Sincerely,

Aetna Group Insurance
Enrollment Services