



2009 Summary of Benefits for Hourly Associates

- This document provides a brief summary of some of the benefits available to associates at Capital One. You may also be eligible for benefits, services and amenities not described in this document.
- This document does not include all details or eligibility requirements about the benefits it describes and does not replace official plan documents.
- The benefits described in this document may change after Dec. 31, 2009.

Health and Wellness	
Medical	Three Aetna comprehensive options offer a full range of preventative, inpatient, surgical, emergency, urgent care, mental health and other coverages. Deductible, coinsurance and co-payments apply.
Dental	Two comprehensive dental options offer different levels of coverage based on your needs and budget. Deductible and coinsurance apply.
Vision	Preventive exam covered under Aetna medical plans, subject to the specialist co-pay. Additional coverage can be purchased under the Davis Vision Plan, which may lower your out of pocket expenses for vision care and supplies such as glasses, contacts or routine exams.
Prescription Drug	Coverage is Included with Aetna medical plan in all options. Coinsurance and co-payments apply.
Associate Assistance	Support, advice and resources about a wide range of personal and family issues is provided through LifeWorks.
Insurance	
Associate Life/Accidental Death & Disability/Personal Loss	Provided through Aetna, the company pays 1X your benefits salary (Benefits salary is defined as annual base salary plus commissions and sales incentives earned in 12 months prior to last Open Enrollment period) of life insurance to your designated beneficiary in the event of your death, or up to 1X your annual benefits salary in the event of certain injuries. Option of purchasing additional coverage through Aetna. Evidence of Insurability rules apply.
Dependent Life	Five coverage options are available through Aetna. Pays a benefit to you in the event of the death of a spouse or child.
Short-Term Managed Income Protection	Provided through Aetna, pays benefits to you (as a percentage of base earnings based on years of service, up to a monthly cap) when you miss work for up to 180 days due to certain illnesses or injuries not covered by Workers' Compensation. Coverage is provided by Aetna. Probationary period applies.
Long-Term Managed Income Protection	The company-paid plan pays benefits to you (50% of base earnings, up to a monthly cap) when you miss work for more than 180 days and are certified as partially or totally disabled. Additional coverage may be purchased (additional 20% of base earnings). Coverage is provided by Aetna.
Workers' Compensation	Provided through the company, pays benefits to you when you miss work based on state-mandated guidelines.

Financial	
Savings Plan	A market-leading 401(k) investment plan allows you to make pre-tax contributions of up to 50% of your eligible pay (up to IRS limits) and to receive contributions of up to 9% of your eligible pay from the company. A Roth IRA and Brokerage Window are also available. The plan is provided through Fidelity.
Stock Purchase Plan	Provided through E*Trade, enables you to contribute up to 15% of eligible pay to purchase Capital One stock at a 15% discount with no brokerage fees. If you contribute less than 15% by paycheck deductions, you can make a quarterly purchase that brings your total to 15%.
Health Care Flexible Spending Account	This account enables you to pay for certain health care costs, such as copays, by making pre-tax contributions that are matched by the company 50% up to \$1,000 match each year (including any match to a Dependent Care Flexible Spending Account). Provided through Aetna.
Dependent Care Flexible Spending Account	This account enables you to pay for certain dependent care costs, such as day care, by making pre-tax contributions that are matched by the company 50% up to \$1,000 each year (including any match to a Health Care Flexible Spending Account). Provided through Aetna.
Time Off	
Paid Time Off	<p>Hourly associates receive a Paid Time Off (PTO) Bank to use for vacation, sick time, family care and floating holidays. The length of the PTO Bank also depends on the length of service with the company:</p> <ul style="list-style-type: none"> ■ Year of hire: 20 days, pro-rated within the calendar year ■ First full year through fourth full year of service: 20 days ■ Fifth full year through ninth full year of service: 25 days ■ Tenth full year of service and beyond: 30 days <p>All associates may also purchase up to five days of time off each year, and may carry over up to five days of unused earned (not purchased) time off.</p>
Holidays	Hourly associates receive eight paid scheduled holidays each year. (Different rules may apply for some businesses.)
Bereavement Leave	All associates may take up to three days of paid leave in a 12-month period for the loss of a loved one.
Family Care Leave	All associates may take up to three days of paid leave in a 12-month period to care for a loved one.
Parental Leave / FMLA	New mothers may take up to eight weeks paid and up to 16 weeks unpaid leave. New fathers may take up to two weeks paid and up to 10 weeks unpaid leave. Adoptive or foster parents may take up to six weeks paid and up to six weeks unpaid leave. All parents may work 50% of normal schedule for 30 days upon return from leave.
Emergency Absence	Hourly associates may take up to four days of their PTO Bank for emergency absence each year.
Required Court Appearances	Associates receive full pay when serving on a jury or making a required court appearance, except when appearing in a civil or criminal case on their own behalf.
Military Leave	Associates receive make-whole pay when called to active duty due to a military conflict, and receive make-whole pay for up to 11 days of military training each year.