

## EMPLOYEE BENEFITS

*The following is a summary and may not fully account for particular details of a given benefit. Benefits are subject to change.*

### **Hours**

Official hours are 8:30 am-5:30 pm.

### **Dress Code**

Business or Business Casual

### **Pay Days**

Employees are paid on the 15th and last day of each month. If a payday occurs on a weekend or holiday, FNIH pays on the preceding business day.

### **Medical Insurance**

100% paid by FNIH for individual and family - includes prescription coverage and a discounted vision plan.

### **Dental Insurance**

100% paid by FNIH for individual and family.

### **Life Insurance**

100% paid by FNIH – 1 times annual earnings rounded to the next higher \$1,000 with a maximum benefit of \$200,000 and a minimum benefit of \$100,000.

### **Group Accidental Death and Dismemberment Insurance**

100% paid by FNIH – 1 times annual earnings rounded to the next higher \$1,000 with a maximum benefit of \$200,000 and a minimum benefit of \$100,000.

### **Short-Term Disability**

FNIH contributes 100% premium to employee salary. Employee pays the premium from semi-monthly payroll. Benefits are 60% of weekly earnings with a maximum weekly benefit of \$2,000 and are tax-free. Elimination Period: 0 days due to injury/7 days for illness. Benefits last up to 13 weeks.

### **Long-Term Disability**

FNIH contributes 100% premium to employee salary. Employee pays the premium from semi-monthly payroll. Benefits are 60% of your monthly earnings to a maximum of \$10,000 a month and are tax-free. Eligibility Period: 90 days after disability. Duration: Varies

### **Annual Leave**

Full-time employees: 0-3 years with the Foundation – 13 days per year  
Full-time employees: 3-10 years with the Foundation – 19.5 days per year  
Full-time employees: 10 or more years with the Foundation – 26 days per year  
Maximum carry-over at end of year or payout at separation is 240 hours.

### **Personal Leave**

Full-time employees: 3 days per year – cannot carry over into the next year

### **Sick Leave**

Full-time employees: 10 days per year - may carry over 240 hours

**Paid Holidays**

Full-time employees: 11 days per year

**Jury Duty Leave**

Full-time employees - as required with documentation

**Community Service Leave**

Full-time employees: up to 2 days per year to participate in community service.

**Bereavement Leave**

Full-time employees: 5 days per incident for an immediate family member; 3 days per incident for an extended family member. Definitions are included in the handbook.

**Retirement**

403(b) plan with TIAA. FNIH pays 10% of salary if employee contributes a minimum of 2%. The plan has immediate 100% vesting.

**Flexible Savings Account (FSA)**

A reimbursement account, which allows participants to allocate part of their salary, on a pretax basis, to cover unreimbursed medical expenses.

**Employee Assistance Program**

Free confidential assistance program available for employees and their families to identify and assist them in resolving personal problems to maintain a healthy work-life balance.

**Assist America**

Free travel assistance services are available for employees and their families who are traveling 100 miles or more from home or to another country for business or pleasure.

**Life Planning Financial & Legal Resources**

Free legal assistance and emotional support when a covered employee or spouse dies or is terminally ill.