

WEISSBERG FOUNDATION

SUMMARY OF LEAVE & BENEFITS POLICIES

This summary contains current information on the benefits provided to Weissberg Foundation employees for the 2024 fiscal year. Our Employee Handbook has additional details but note that the information contained in this summary supersedes any benefits-related information in the Employee Handbook.

2024 Holidays

The following is a list of the paid holidays the Foundation will observe in FY 2024.

Date	Holiday
Monday, January 1, 2024	New Year's Day (observed)
Monday, January 15, 2024	Martin Luther King Jr. Day
Monday, May 27, 2024	Memorial Day
Wednesday, June 19, 2024	Juneteenth
Thursday, July 4, 2024	Independence Day
Monday, September 2, 2024	Labor Day
Monday, October 14, 2024	Indigenous Peoples' Day
Wednesday, November 27 – Friday, November 29 2024	Fall Break
Monday, December 23 – Friday, December 27, 2024	Annual Office Closure

Employees also receive two floating holidays per year in addition to the regular paid holidays. The two floating holidays may be used for religious or cultural holidays, employee birthdays, or other state or federal holidays during which the Foundation remains open.

4-day work week

We strive to work a 4-day work week to allow staff to be human. Staff works Monday-Thursday and should use Fridays in any way that helps them re-charge. At times our obligations make working outside of this schedule necessary, e.g.:

- Friday/Saturday Board Meetings & Foundation Learning Journeys
- Conference and special event attendance
- When work obligations necessitate working on Fridays

Short-Term Disability

In the event of a qualifying disability, benefits-eligible employees will receive 60% of their weekly base pay up to a maximum of \$1,500 per week under the Foundation's Short-Term Disability Coverage through Guardian Life Insurance Company. Full-time employees are eligible for the Foundation's Short-Term Disability coverage upon their date of hire, and the premium cost is covered by the Foundation.

Paid Family Leave

After one year of employment, staff are eligible for 16 weeks of paid family leave utilizing the short-term disability benefit that we currently have in place to take care of a new child (biological, adoptive, or foster), one's own medical problems, or a close family member's serious illness.

Bereavement Leave

All full-time and part-time employees are eligible for up to five (5) days of paid bereavement leave upon the death of a loved one. This policy may also be utilized if a staff member suffers a miscarriage. With prior approval, longer absences may be taken utilizing vacation, sick, or leave without pay. Employees should promptly notify their supervisor when bereavement leave is needed.

Voting Leave/Civic Duty

If staff members are not able to arrange to vote either before or after work, they can take up to two hours paid leave to vote. Employees who choose to volunteer at the polls on election day do not have to take a vacation day to do so.

Re-Entry Leave

If a staff member is the primary support person for an immediate family member who is returning home from incarceration after 1 or more years away, staff can request up to two weeks paid leave to help support that family member and get them reacclimated.

Sabbatical Leave

As a way to combat fatigue and potential burnout, and allow staff to fully recharge, full-time employees are eligible for a 3-month paid sabbatical after 5 years of employment, and every 5 years of employment thereafter, subject to approval. An unused sabbatical will not be paid out upon separation.

Vacation and Sick Leave

Employees who have been at the Foundation 0-5 years, accrue 15 days of vacation annually. Employees who have been with the Foundation for 5+ years earn 20 days of vacation annually. 10 days of vacation may be carried over to the next year.

All employees accrue 10 days of sick leave annually. Sick leave cannot be carried over; accrued, unused sick leave is not paid out upon separation.

Healthcare Coverage

Weissberg Foundation offers eligible employees and their dependents the option to enroll in our group Medical & Prescription Drug, Dental, and Vision plans. The Foundation will cover 100% of the staff's medical, dental, and vision expenses and 85% for families and/or dependents. The eligibility date for these plans is the employee's date of hire.

Employee Assistance Program (EAP)

Weissberg Foundation has an EAP program through Lytle. The EAP program provides employees with access to the following services free of charge: Mental Health Sessions, Life Coaching, Financial Consultation, Legal Consultation, Work-Life Resources and Referrals, and Personal Assistant.

Health Care Flex-Spending Account (HCFSA) and Dependent FSA

The health care flexible spending account (HCFSA) offers participants the ability to pay for common health

expenses on a pre-tax basis and experience tax savings ranging from 25-40% on the dollars contributed to the plan. Eligible expenses include: co-payments, deductibles, prescriptions, dental and vision costs, over-the-counter medications, etc.

The dependent care flexible spending account (DCFSA) offers participants the opportunity to realize significant tax savings, ranging from 25-40%, on expenses incurred for the care of qualified dependents. The plan covers expenses related to daycare, preschool, after-school care, summer camps, etc.

Life Insurance and Accidental Death & Dismemberment Coverage

Full-time employees are eligible for the Foundation's Life Insurance coverage upon their date of hire through Guardian Life Insurance Company. The amount of coverage offered is \$50,000, and the premium cost is covered by the Foundation. The Basic Life coverage includes Enhanced Accidental Death & Dismemberment coverage equal to one times the employee's life benefits to a maximum of \$50,000.

Employee Retirement Savings Plan (ERSP)

The Foundation offers a 401(k) Retirement Savings Plan through Lincoln Financial Group. Employees are eligible for plan entry on the first day of the month following their date of hire. Employees may make contributions up to the annual IRS limit, into a retirement savings account. The Plan includes a safe harbor non-elective feature by which there is an equal 3% employer contribution made to all eligible participants based on compensation for a given year. The Foundation has elected to make an additional 3% profit sharing contribution, totaling a 6% contribution to the employee's plan. Employees are immediately 100% vested in all deferrals. The Plan offers a variety of investment options in which employees can allocate their funds. Investment options are evaluated annually.

Education Reimbursement

The Foundation will provide financial assistance for educational courses up to \$2,500 per semester for a maximum of two semesters per year totaling \$5,000. Employees must obtain approval prior to beginning a course.

Wellness Benefit

Foundation staff are eligible for a \$150/mo wellness reimbursement paid quarterly. The wellness benefit may be used for expenses related to fitness, mental and/or physical health resources, and other wellness activities including body work (e.g. massages, reiki, etc.).

Cell Phone/Wi-Fi Reimbursement

Staff members are eligible to submit for a home internet/cell phone reimbursement for up to \$50/mo. Staff must submit a copy of their bill annually to receive the reimbursement.

This Addendum to the Employee Handbook will be updated annually to reflect the current benefits information. Please refer to the Benefits section of the Employee Handbook for additional information regarding the policies surrounding the benefits outlined herein.