

Employee Benefits-at-a-Glance

LEAVE

Annual Leave

- Employees begin to accrue leave time from the date of employment. Employees may use annual leave after the completion of the three full months of employment at Advance CTE.
 - 1-2.99 years – 15 days/year
 - 3-6 years – 18 days/year
 - 7+ years – 21 days/year
- Employees may accrue annual leave up to a maximum of thirty days, which can be rolled over year to year.

Sick Leave

- Employees accrue one paid sick day per month (12 days/year).
- Employees may accrue sick leave up to a maximum of 90 days, which can be rolled over.

Federal Holidays

- Advance CTE offices are closed for all 11 federal holidays, the day after Thanksgiving, Inauguration Day and the week between Christmas and New Year's.

Floating Holidays

- Advance CTE offers up to two floating holidays per year in addition to Advance CTE's regular paid holidays. These two floating holidays may be used only for religious or cultural holidays, employee birthdays, other state or federal holidays during which Advance CTE remains open, or for community/civic duty. Floating holidays become available to employees after their introductory period has ended. Employees must specify the event for which they are requesting to use a floating holiday. Floating holidays do not accrue, will not be carried over to the next fiscal year, and will not be paid upon termination of employment.

Parental Leave

- Advance CTE offers up to six weeks of paid leave for parents for a birth, adoption or foster care. Staff may extend their leave for another six weeks using a mix of sick leave, annual leave or unpaid time off. These benefits are available to full-time employees employed by Advance CTE for at least 12 months. Eligible employees will receive a maximum of six weeks of paid leave per event. In no case will an employee receive more than six weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame.
- Each week of paid parental leave is compensated at 100 percent of the employee's regular, straight-time weekly pay. All benefits will continue, and leave will accrue during any portion of parental leave that is paid or covered by annual or sick leave; all leave and benefits will pause during unpaid leave with the exception of employer-provided health care.
- Approved paid (and extended) parental leave may commence at any time during the three-month period immediately following the birth, adoption or placement of a child with the employee but leave must be taken in one consecutive increment. Paid parental leave may not be used or extended beyond this three-month time frame.
- The parental leave provided for in this policy will be coordinated with any overlapping legal mandates imposed by applicable state or local laws. In general, the leave provided by Advance CTE will be concurrent with, rather than in addition to, legal entitlements.

Family Medical Leave

- Advance CTE offers up to six weeks of paid leave for employees with Family and Medical Leave Act (FMLA) qualifying events only such as serious health conditions, injury, or care for immediate family members with serious health conditions. Staff may extend their leave for another six weeks using a mix of sick leave, annual leave or unpaid time off. These benefits are available to full-time employees employed by Advance CTE for at least 12 months. Eligible employees will receive a maximum of six weeks of paid family/medical leave per qualifying event. In addition, in no case will an employee receive more than six weeks of paid family/medical leave in a rolling 12-month period.
- Each week of paid family/medical leave is compensated at 100 percent of the employee's regular, straight-time weekly pay. All benefits will continue, and leave will accrue during any portion of family/medical leave that is paid or covered by annual or sick leave; all leave and benefits will pause during unpaid leave with the exception of employer-provided health care.
- The family/medical leave provided for in this policy will be coordinated with any overlapping legal mandates imposed by applicable state or local laws. In general, the leave provided by Advance CTE will be concurrent with, rather than in addition to, legal entitlements.

Unexpected Leave

- Advance CTE offers up to three days for bereavement leave; time off for jury duty; and administrative leave for weather-related issues that impede an employee's ability to work.

INSURANCE

Health Insurance

- Advance CTE provides and covers 100% of health care coverage for all employees through the organization's health insurance plan, including dental and vision coverage. Employees may elect to have family coverage, at the employee's own expense. Advance CTE also offers all employees a Health Reimbursement Arrangement, which reimburses up to \$500 of out-of-pocket allowable health expenses.

Life Insurance

- Advance CTE provides term life insurance coverage in an amount equal to one- and one-half times the employee's salary. Employees are eligible for this benefit upon the completion of the six-month introductory period and begin the first full pay period after the introductory period expires. If the employee is deemed ineligible for life insurance by Forrest T. Jones and the employee secures a life insurance policy from an alternate vendor, Advance CTE will reimburse the employee, up to the amount of Forrest T. Jones' policy premium.

401(K) RETIREMENT PLAN

- Advance CTE contributes nine percent of the employee's gross current salary to the retirement plan, with no match required. This benefit is available for employees at 12 months of employment at Advance CTE. Staff can begin making their own contributions after the six-month introductory period ends.

FLEXIBILITY & OTHER BENEFITS

- **Professional development** opportunities at no cost to employees and an annual budget of \$750/staff member to spend on personalized PD experiences or resources.
- **Flexible work schedule.** Advance CTE is pleased to provide most employees with the opportunity to have flexible work schedules. Core hours are 10 am – 4 pm ET with the opportunity to flex up to two hours each day. Advance CTE also offers a summer flex option.
- **Telework** for Advance CTE staff in the DC metro region (within 50 miles of Advance CTE's office) is available for up to four days/week, along with a transportation reimbursement for in-office days.

