



Benefits Summary for Regular Full-Time Employees



Loggerhead sea turtle hatchling



Monarch butterfly on milkweed



Sandhill crane

ABOUT NFWF

The National Fish and Wildlife Foundation (NFWF) protects and restores our nation's fish and wildlife and their habitats. Created by Congress in 1984, NFWF directs public conservation dollars to the most pressing environmental needs and matches those investments with private funds. Learn more at www.nfwf.org

NATIONAL HEADQUARTERS

1133 15th Street, NW
Suite 1100
Washington, DC 20005
202-857-0166



Moose

LEAVE

- **Annual Leave** – Three weeks (120 hours) are accrued during the first year of employment and four weeks (160 hours) are accrued each year thereafter.
- **Sick Leave** – Sick leave accrues at the rate of four hours per pay period (12 days per year).
- **Personal Day Leave** – Employees are granted up to two personal days per year.
- **Federal Holidays** – The Foundation observes all federal holidays and also observes the day after Thanksgiving as an official holiday.
- **December Holiday Leave** – Staff will receive a week of holiday leave either the week before Christmas, the week of Christmas, or the week after Christmas.
- **Parental Leave** – Employees are eligible for four weeks paid parental leave, after completion of one year of service, for the birth or adoption of a child.

403(B) PLAN

- 5% monthly contribution of current monthly earnings to the 403(b) Retirement Account beginning after completion of 90 days of service; after one year of service the contribution increases to 10%.
- Voluntary contribution up to the IRS maximum allowable immediately upon employment by the Foundation.

(continued)



A coral reef in Florida

HEALTH INSURANCE

Carrier is currently CareFirst Blue Cross/Blue Shield. The Foundation offers two Blue Preferred PPO options as well a BlueChoice HMO option. (Please note – currently the HMO option is only available for employees of the Washington, DC office.) The plans include vision and a prescription drug card. Domestic partner health coverage is offered.

DENTAL/LIFE/SHORT TERM/LONG TERM DISABILITY

100% of monthly premium costs are currently paid by the Foundation. The carrier is MetLife and domestic partner dental coverage is offered.

STUDENT LOAN REPAYMENT PROGRAM

Regular, full-time employees who have completed 90 days of service are eligible to apply for participation in NFWF's Student Loan Repayment Program.

TUITION ASSISTANCE

Regular, full-time employees who have completed 90 days of service are eligible apply for participation in NFWF's Tuition Assistance Program.

EMPLOYEE ASSISTANCE PROGRAM

The Foundation offers access to the Employee Assistance Program administered by MetLife.

FITNESS CLUB SUBSIDY

Employees who are members of a fitness club may receive up to \$50 per month toward the membership fee.

FLEX SPENDING ACCOUNT

The Foundation offers staff the opportunity to participate in a Medical Flex Spending Account, Dependent Care Account, and/or Transportation Reimbursement Account towards parking expenses.

PUBLIC TRANSPORTATION SUBSIDY

Employees who take public transportation receive up to \$255 per month towards public transportation costs.

CREDIT UNION

Employees are eligible to participate in the Department of the Interior Federal Credit Union.

DIRECT DEPOSIT

Paychecks are direct deposited.

All benefits are subject to change.