

## BENEFIT SUMMARY

### **Full Time** (30-40 hours)\*\*

- Vacation: 15 days earned on an accrual system from date of employment.  
20 days earned on an accrual system after 5 years of employment.  
A maximum balance of 25 days applicable to vacation time.
- Holidays: 12 (See Employee Handbook for specific days)
- Personal Time: 5 days earned on an accrual system from date of employment.  
A maximum balance of 10 days applicable to personal time.
- Sick: 12 days earned on an accrual system from date of employment.  
A maximum balance of 120 days applicable to sick time.
- Insurance: Medical Insurance (18% employee premium cost share for base plan on employee plan/25% for double/family plans).  
Agency-paid Long Term Disability and Life Insurance.  
Voluntary supplemental Life Insurance.
- Retirement Plan: 403(b) plan available upon employment. After 1 year of service (either Jan 1 or July 1 depending on your hire date) CFA will match 50% of dollars you contribute, up to 4% of salary.

### **Part Time** (20-29 hours)

- Holidays: 12 (See Employee Handbook for specific days)
- Release Days: 20-23 hrs/wk - 4 hrs/mo (up to 8 after 5 years of employment)  
24-26 hrs/wk - 6 hrs/mo (up to 10 after 5 years of employment)  
27-29 hrs/wk - hrs/mo (up to 12 after 5 years of employment)  
A maximum balance of 25 days applicable to release time.
- Insurance: Medical Insurance available.
- Retirement Plan: 403(b) plan available upon employment. After 1 year of service (either Jan 1 or July 1 depending on your hire date) CFA will match 50% of dollars you contribute, up to 4% of salary.

Contact the Human Resources Department at [HR@childandfamilyagency.org](mailto:HR@childandfamilyagency.org) for specific information.

\*\* For staff working between 30 and 39 hours per week, some benefits are calculated on a pro-rated basis.

