National Archives Foundation Employee Benefits

Personal Time Off

NAF has an Open Paid Time Off Policy for our regular, full-time, salaried (i.e. overtime exempt) employees. There is no set guideline on how much PTO our regular, full-time, exempt employees are permitted to take, which gives employees the flexibility to take vacation, to take time off for illness, or to shift their schedules as necessary.

Paid National Holidays

The NAF Office is closed for (16) Holidays as part of the benefits package including an entire week between December 25th and New Year's Day

The remainder of the schedule is as follows:
New Year's Day
Martin Luther King, Jr.'s Birthday
Presidents Day
Memorial Day
Juneteenth
Independence Day and July 5th
Labor Day
Indiginous Peoples Day
Veterans Day
Thanksgiving and the day after
December 25
The entire week from December 26-31

Retirement Plan

The Foundation offers a tax deferred 401 (K) retirement plan. The Foundation matches contributions up to 5%.

Health Insurance Package

A competitive medical insurance plan through Blue Cross/ Blue Shield including dental and vision with an option for either the Health Insurance Account (HSA) or (FSA) the Flexible Spending Account.

Life Insurance

Employees of the Foundation are offered Life/AD&D, Long-Term Disability and Short-Term Disability insurance programs at no additional cost.

Mass Transit Subsidy

To encourage public transportation to and from work, The Foundation offers a SmartBenefits program subsidy that includes the option for additional employee contributions towards SmartBenefits at a pre-taxed rate.

Health Facility

The Foundation offices are located in the National Archives building and all employees of the Foundation are provided full access to the gym at no additional cost.

National Archives Museum Store Discount
All Foundation employees are eligible for discounts of twenty (20) percent on all items in our nationally recognized museum store.