



## **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
- Indigenous Peoples Day
- Veterans Day
- Thanksgiving and the day after
- December 25
- The entire week from December 26-31

### **Summer Hours**

At the discretion of the Executive Director, the office observes an early closure on Fridays between Memorial Day and Labor Day. Friday Summer hours are from 9:00 am - 2:00 pm.

### **Hybrid Schedule**

A hybrid work-from-home policy is available for eligible employees.

### **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.

**Professional Headshot**

Foundation employees receive a professionally photographed employee headshot for use on the employee section of the NAF website.

**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.