



The following benefits are for staff based at ICRW headquarters in Washington, D.C. and available to employees who regularly work a minimum of 30 hours on a weekly basis. Some benefits may be available for employees working under 30 hours on a pro-rated basis.

ANNUAL PAID TIME OFF

Vacation: Date Hire through completion of 2 years of service - 15 days; Start of 3rd year of service through completion of 4th year of service - 20 days; Start of 5th year of service and beyond - 25 days

Sick: Employees are also awarded 10 days of sick leave each fiscal year.

Floating Holiday/Personal Day: Employees receive 1 day to be used as a Floating Holiday/Personal Day per year.

HOLIDAYS

10 days per year including: New Year's Day, Birthday of Martin Luther King Jr., Presidents' Day, Memorial Day, Independence Day, Labor Day, Indigenous People's Day, Thanksgiving, Day After Thanksgiving, Christmas Day.

PARENTAL LEAVE

ICRW provides four (4) weeks of paid leave upon birth or adoption after the completion of the Introductory Period (3 months of employment).

FLEXIBLE WORK SCHEDULE

Options for flexible work hours, work from home or compressed work week for qualified employees.

HEALTH INSURANCE

ICRW offers medical and prescription drug coverage through CareFirst via the DC Health Link (DCHL). CareFirst offers over 60 medical plan options, including HMO plans, POS plans, PPO plans, and high deductible plans with a Health Savings Account (HSA) feature. Dependent coverage is also available to employees with an employee contribution via bi-monthly payroll deductions. Benefit begins on the 1st of the month following date of hire.

DENTAL INSURANCE

Insurance coverage provided by CareFirst BlueCross BlueShield. Dependent coverage is also available to employees with an employee contribution via bi-weekly payroll deductions. Benefit begins on the 1st of the month following date of hire.

VISION INSURANCE

Insurance coverage provided by CareFirst BlueCross BlueShield. Dependent coverage is also available to employees with an employee contribution via bi-weekly payroll deductions. Benefit begins on the 1st of the month following date of hire.

AFLAC

ICRW offers supplemental major medical insurance through AFLAC that pays a cash benefit directly to an individual to help with daily expenses in case of illness or injury.

LIFE & AD&D INSURANCE

Two times annual salary up to a maximum of \$200,000 fully paid for by ICRW. Benefit begins on the 1st of the month following date of hire.

DISABILITY INSURANCE

ICRW provides employer-paid short- and long-term disability coverages.

RETIREMENT PLAN

Full-time employees and part-time employees who work at least 1000 hours in a calendar year are eligible to establish an employee 403(b) account from date of hire. ICRW makes a 7% employer contribution after one (1) year of service with immediate vesting.

PRE-TAX FLEXIBLE SPENDING (FSA) & COMMUTER BENEFITS

ICRW offers the option for employees to set aside pre-tax dollars to help pay for medical, dependent care and commuter and parking expenses up to the maximum set by the IRS.

EMPLOYEE ASSISTANCE PROGRAM

ICRW provides employer-paid Employee Assistance Program (EAP) that provides trained professionals to work with you as you search for solutions to personal and workplace issues.

ON-SITE GYM

ICRW offers a free on-site gym with towel service, showers, fitness and yoga classes.

PET INSURANCE

ICRW offers the option to purchase pet insurance at a discounted fee for veterinarian, specialists, and emergency providers. Coverage includes—but is not limited to—illnesses, accidents, hereditary conditions, and cancer treatment.

FEDERAL CREDIT UNION

ICRW employees are eligible to enroll in Signal Financial Federal Credit Union—a full service financial institution offering products and services.

EMPLOYEE DISCOUNT PROGRAM

ICRW has a partnership with a premier employee benefits program offering exclusive savings on everyday goods and services, gifts, entertainment, Broadway, travel (except ICRW related travel), hotel, car rental and more that are not available to the general public.