



BENEFIT SUMMARY

Washington National Cathedral Part-Time Regular Staff (scheduled 20-29 hours per week)

This document is intended to summarize the benefit programs available to full-time regular Washington National Cathedral Staff. Detailed information can be obtained from the Human Resources Department by emailing cathedralhr@cathedral.org.

LEAVE PROGRAM

The Cathedral leave program provides employees with the opportunity to take time away from work without loss of compensation. The leave program is designed to offer staff income continuation during periods of rest, relaxation, illness, injury, or unexpected emergencies. Cathedral employees in part-time regular positions scheduled **for at least 20 hours per week** are eligible for the leave plans described below.

The Paid Time Off (PTO) program provides for planned and unplanned interruptions from the workplace to attend to personal affairs such as vacation, illness, medical/dental appointments, and any other absences. Eligible employees begin to accrue PTO at the part-time rate immediately upon employment into a regular position scheduled to work at least 20 hours per week. PTO is accrued in increments during each pay period the employee is paid through the Protestant Episcopal Cathedral Foundation payroll. The amount of PTO accrued each year is based on the part time leave eligible employee's length of service according to the schedule below.

PART TIME (SCHEDULED 20-29 HOURS PER WEEK) 12-MONTH ACCRUAL SCHEDULE	
Less than 9 years of Service	40 hours (5 days)
10+ years of Service	56 hours (7 days)

Holidays

New Year's Day	Labor Day
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Martin Luther King's Birthday President's Day Memorial Day Juneteenth (June 19) Independence Day	Indigenous Peoples' Day Thanksgiving and the following day Christmas Day
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All regular, part-time, hourly nonexempt employees not on an unpaid leave of absence and normally scheduled to work on a holiday will receive holiday pay.

Part Time Hourly nonexempt employees who are eligible may be required to work on a holiday. Holiday Pay for nonexempt hourly employees is one and a half times the regular rate of pay for hours worked.

Community Service Leave: Employees regularly scheduled to work at least 20 hours per week are eligible to receive paid Community Service leave each calendar year. Community Service Leave provides employees with paid time off to provide voluntary "hands-on" services to their communities as part of an organized community service activity sponsored by a recognized service organization.

FAMILY/MEDICAL LEAVE

Paid Parental Leave provides paid time off to a birth mother, father, domestic partner, adoptive parent, or foster parent so that he or she can recover from childbirth and/or care for and bond with a new child. One Paid Parental Leave benefit is available per twelve-month period. Employees are eligible to apply for Paid Parental Leave if they are employed in a regular position scheduled to work at least 20 hours per week. The employee must have completed at least twelve months of service prior to the date Paid FMLA Leave is to commence.

The Family and Medical Leave Act (FMLA) entitles eligible employees to take up to 12 weeks of unpaid leave during a 12 month period (Federal law), or 16 weeks every 24 months (DC law), to care for newborn/newly adopted children or a seriously ill immediate family member, or to recover from a serious illness or injury. To be eligible for Federal FMLA leave employees must have worked for the Protestant Episcopal Cathedral Foundation (PECF) for at least 1,250 hours in the preceding 12 months and been employed for at least 12 months on a consecutive or intermittent basis. To be eligible for DC FMLA, an employee must have worked for the PECF for at least 1,000 hours in the 12-month period immediately preceding the request for leave without a break in service. Federal FMLA also allows eligible employees to take Federal Military Family leave to address qualifying exigencies and military caregiver leave. The use of leave may be granted for family/medical leave purposes. Contact the Human Resources Department for more information about FMLA guidelines. FMLA is unpaid unless the employee elects to use another form of accrued leave during the absence.

DC PARENTAL LEAVE

Parents are entitled to parental leave in order to attend a child's school related events. Up to 24 hours of parental leave in a twelve-month period may be taken if the employer is given adequate notice and the leave does not cause undue hardship on the employer. Parental leave is unpaid unless the employee elects to use another form of accrued leave during the absence.

HEALTH CLUB DISCOUNT/ATHLETIC CENTER PROGRAM

Employees are eligible to receive a discounted gym membership through Onelife Fitness Clubs. Membership fees are paid through payroll deduction.

COMMUTER REWARDS

The Commuter Rewards program is intended to encourage employees to commute to work by methods which reduce traffic congestion, improve regional air quality, and reduce the need for parking on the Close grounds and in the surrounding neighborhoods. Eligible employees may apply to receive up to \$100 per month as a public transportation/vanpool nontaxable subsidy, purchase of SmartBenefits on a pre-tax basis, or receive an annual \$250 walking/bicycling taxable cash benefit.

Employees who have a Close parking permit are ineligible to receive the employer-paid subsidy but can still elect to purchase pre-tax SmartBenefits.

PARKING

If an eligible employee is not taking advantage of commuter rewards, parking is provided for authorized individuals while on duty on the Close. Employees are required to register their vehicles with Cathedral HR. Posted parking regulations, both on the Close and in the neighborhood, are strictly enforced by the District of Columbia Department of Transportation. Violators may be subject to ticketing and/or towing.

EMPLOYEE ASSISTANCE PROGRAM

Employees and their family members have access to our Employee Assistance Program, an employee assistance program. This program provides free 24-hour access to online resources, 24-hour assistance by phone, and face-to-face consultations. These professionals can help with issues of everyday life, family problems, legal information and referrals, career issues, parenting, and financial planning.

LEGAL RESOURCES

Employees may participate in the program which provides legal coverage for themselves, their spouse, and their eligible child(ren). Employees pay an affordable monthly premium, plus a one-time enrollment fee, through convenient semi-monthly payroll deductions. The plan provides access to legal services in all fifty states, which have been prepaid through the semi-monthly payroll deductions. A few of the legal services which are paid in full include will preparation, estate advice, contract review, court representation for moving traffic violations, and representation in connection with any uncontested divorce or separation proceedings. Any services not fully pre-paid through the semi-monthly payroll deductions are provided at a 25% discount. You can visit the company website at www.legalresourcesplan.com.

WORKERS COMPENSATION

The workers' compensation program provides for payment of medical expenses, continued income, and a timely return to work for employees who suffer a work-related injury or illness. Injuries occurring at work must be reported to cathedralhr@cathedral.org within 24 hours.