

## Family & Medical Leave of Absence

Eligible employees experiencing pregnancy and childbirth may take up to a total of 7 months of unpaid leave with job protection.

In addition, any employee who requires an absence as a result of a medical matter, adoption or foster care placement, or the parent of a newborn who is not the parent that went through childbirth will be provided with up to 16 weeks of unpaid leave.

## Other Benefits

CLC will pay the current year's mandatory bar dues for all attorneys employed as of January 31st or any new admittee who has not yet paid bar dues.

Incentives for employees who carpool or who use public transportation to work.

CLC employees who have been continuously employed for at least two years may elect to receive one cash payment per fiscal year for a portion of their accrued vacation time.

Durfee Professional Development funds available for all employees, in good standing, who have been with CLC for at least two years.

Additional employee perks include an onsite gym, gardening club, lactation room, "zen" room and funds for employee driven team building activities.



Children's Law Center  
of California

Excellence In Advocacy

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**BENEFIT SUMMARY**

## Benefit Summary Sheet

We are pleased to offer our employees a comprehensive benefits package. Please refer to the CLC Employee Benefits Guide for additional information and any possible limitations on each benefit.

### Health and Welfare Benefits

- **Medical & Dental** – Up to \$1275 monthly insurance allotment for employees depending on elected healthcare plan
- **Flexible Spending Account (FSA)** – WageWorks Medical and Dependent Care Options
- **Employee Assistance Program** – UNUM

### Retirement Plan

- **403(b) Retirement Plan** with up to 6% employer match

### Group Life and Supplemental Insurance Options

- **Group Basic Term Life and Accidental Death & Dismemberment (AD&D)** with \$100,000 benefit
- **Supplemental Life Insurance** – Up to \$500,000
- **Long-Term/Short-Term Disability**
- **Supplemental Disability Insurance**

### Paid Time Off

- **Vacation** – 12 days initially; maximum 20 days per year
- **Sick Time** – 10 days per year
- **Personal Time** – 3 days per year
- **13 Paid Holidays**

### Family & Medical Leave of Absence

- 7 months of job protected leave for eligible employees experiencing pregnancy and childbirth
- 16 weeks of job protected leave for medical matters, adoption/foster care placement/parent of a newborn who was not the parent who went through childbirth

### Other Benefits

- **Bar and CWLS dues/NACC Membership**
- **Carpool/Public Transportation Incentives**
- **Vacation Cash Out**
- **Professional Development Opportunities**
- **Employee Perks**



## Medical and Dental Benefits

CLC offers group medical (Kaiser Permanente Traditional) and dental (Guardian HMO and PPP options) benefits to benefit eligible employees. Benefit eligible CLC employees receive a monthly insurance allotment equal to their cost of participation in a CLC sponsored health and dental care plan up to \$1275 monthly, depending on elected healthcare plan. Benefit Eligible employees who do not participate in a CLC sponsored health care plan receive additional salary of \$200 per month with proof of outside medical coverage and a signed declination.

## Retirement Plan

An important part of your benefit package is the Children's Law Center 403(b) Plan through TransAmerica. To help maximize your contribution, CLC will match your contribution up to 6% (at the ratio of 1 to 1). There is no waiting period.

## Flexible Spending Account

CLC provides its benefits eligible employees with the option to enroll in a Flexible Spending Account (FSA) program that allows employees to have pre-tax dollars deducted from their salaries to pay for eligible out-of-pocket Medical or Dependent care expenses.

You and your immediate family members will have access to a comprehensive Employee Assistance Program (EAP).

## Group and Supplemental Insurance Options

CLC provides Group Life insurance with \$100,000 benefit. CLC also offers employees a supplemental voluntary, basic life insurance plan paid with post-tax earnings. You may purchase up to 5x your earnings in additional life insurance benefits (not to exceed \$500,000).

CLC offers a variety of supplemental insurance policies including Long Term Care and Supplemental Disability Insurance.

## Paid Time Off

CLC's holiday calendar is identical to that of the Los Angeles Superior Court, which consists of 13 holidays per calendar year. Benefit eligible full-time employees receive holiday pay for all 13 court holidays.

Vacation, Sick and Personal time benefits accrue from the beginning of the employee's employment with CLC.

The minimum amount of vacation for a new CLC full-time employee is 12 days per year, accruing at a rate of 3.69 hours per pay period for the first two years of service. A full-time employee's vacation benefit will increase by one day per year starting with the third year of service, up to a maximum 20 days per year.

Eligible regular and contract employees receive up to 10 days (or 80 hours) of sick leave during each calendar year.

CLC offers 3 personal days per year to eligible regular and contract employees.