



BENEFITS FACT SHEET

FULL TIME EMPLOYMENT

REVISED 2025

- **Paid Holidays** - 9 holidays per year, 8 hours per holiday.

New Year's Day
Martin Luther King Jr Day
President's Day
Memorial Day
Independence Day

Labor Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Day &

- **Vacation Leave** - Vacation leave is accrued monthly. All health leaves must be scheduled in advance with a supervisor's approval. Employees are required to take health leave. At the beginning of any calendar year, the employee may carry over from the preceding year no more than maximum accrual for their years of service (see below), and this only with prior approval of the Executive Director.

Years of Service	Accrual Rate per Hour Worked (in hours)	Total Annual Accrual Calculations (Assumes 40 Hours/Week)		Maximum Accrual
		Days Assumes 8-hour days	Hours	Hours
Hire to Last Day of 2 nd Year	.0461	12	96	96
3 Years to Last Day of 5 th year	.0577	15	120	120
6 Years to Last Day of 10 th year	.0692	18	144	144
11 Years to Last Day of 14 th Year	.0769	20	160	160
15 Years and Up	.1153	30	240	240

- **Health Leave** - Health leave is accrued at 8 hours/month. Health leave can be used for doctor appts, maternity/paternity leave, personal illnesses, or to care for an immediate family member.
- **Self-Care** - Employees may take up to 2.5 hours per week of their work time to engage in a self-care activity such as yoga, gardening, reading, etc.
- **Life Insurance** - Advocate Safehouse Project pays 100% for 2 separate life insurance plans for each full-time employee equivalent to \$30,000.
- **Simple IRS** - Advocate Safehouse Project will match employee contributions for up to 3% of employee's annual salary.
- **Health, Dental & Vision Insurance** - Advocate Safehouse Project currently pays 80% of the cost of the health insurance plan and 20% is paid by the employee. ASP pays 100% of its dental and vision insurance plans. These insurance plans begin the first month following 30 days of employment.
- **Mileage** - Mileage from Advocate Safehouse Project's offices or your home, depending upon which direction the employee is driving, will be reimbursed in accordance with the standard mileage rate as adjusted by the Internal Revenue Service.

- **Worker's Comp** - All employees are covered under Worker's Comp. Any injury to persons or property, no matter how minor, **must be reported to your supervisor within 24 hours**. Unless it is an emergency, all work-related injuries must be evaluated by Segura's Work Comp Nurse Hotline (888-333-3334). Please go immediately to an emergency room and contact your supervisor.
- **CO FAMLI Leave** - Advocate Safehouse Project pays into the Colorado Family and Medical Leave Program, where employees may receive up to twelve weeks of leave per year to:
 - Bond with a new child, including adopted and fostered children.
 - Care for themselves, if they have a serious health condition.
 - Care for a family member's serious health condition.
 - Make arrangements for a family member's military deployment.
 - Address the immediate safety needs and impact of domestic violence and/or sexual assault.

Those who experience pregnancy or childbirth complications may receive an additional four weeks for a total of 16 weeks per year

Additional Information: To be eligible for FAMLI benefits, a Colorado employee must have earned at least \$2,500 in wages while working for a Colorado employer(s) over a period of a year. This time frame considers the time the employee has been working in Colorado, not the time the employee has been working for the employer. FAMLI benefits are portable and determined by the length of time employed in Colorado, not by the length of time with the same employer. Self-employed workers (1099 or contract workers), and employees of local governments that opted out may also be eligible if they have earned at least \$2,500 in wages in Colorado, they opt in to coverage, and live and work in Colorado.