

# Summary of Benefit Year 2025-26

For **Regular Benefited** Employees working 30+ hours/week

*Disclaimer: Refer to Employee Handbook & Benefit Plan Documents for more complete descriptions, limitations and exclusions that apply. Greenlining reserves the right, at its discretion, to discontinue, increase, decrease, or alter any or all plans and benefits described in this summary for any reason and at any time with or without notice. For more info, contact Sr. Manager, HR & Payroll Jelani Johnson-Briscoe at [Jelani.Johnson-Briscoe@greenlining.org](mailto:Jelani.Johnson-Briscoe@greenlining.org).*

## PAID TIME OFF

### HOLIDAYS

1. New Year's Day (1st of Jan.)
  2. Martin Luther King Jr.'s Day (3rd Mon. in Jan.)
  3. Presidents' Day (3rd Mon. in Feb.)
  4. Cesar Chavez Day (31st of March)
  5. Memorial Day (Last Mon. in May)
  6. Juneteenth (19th of June)
  7. Independence Day (4th of July)
  8. Labor Day (1st Mon. in Sept.)
  9. Indigenous Peoples Day (2nd Mon. in Oct)
  10. Larry Itliong Day (25<sup>th</sup> of October, GLI observed)
  11. Veterans' Day (11th of Nov.)
  12. Thanksgiving Day (4th Thur. in Nov.)
  13. Day after Thanksgiving (4th Fri. in Nov.)
  14. Christmas Eve (24th of Dec.)
  15. Christmas Day (25th of Dec.)
  16. One Floating Holiday (Within the calendar year)
- NOTE: Additional paid days off during Office Closures as approved by Greenlining's President.

### VACATION TIME

Vacation accrues on a prorated FTE basis starting day 1 and may be used as accrued with Supervisor's approval.

Accrued by Tenure	Days Per Year
0-1 Year	12 Days
1-4 Years	15 Days
4-7 Years	18 Days
7-9 Years	24 Days
9+ Years	30 Days

### SICK TIME

Accrues on a prorated FTE basis at 1 Day per month (12 Days Per Year).  
**Max Accrual Limit:** 18 Sick Days.

### OTHER PAID LEAVES

**Paid Pregnancy Disability Leave:** 15 Paid Days.  
**Paid Bonding Leave:** 15 Paid Days.  
**Bereavement:**  
10 paid days per event as needed. Days can be used intermittently within 90 days.  
**Jury:** With advance notice, paid leave is granted.  
**Sabbatical:** 45 business days after five or more continuous years of employment. See handbook for requirements.

## BENEFITS

### FLEXIBLE SCHEDULING

**Hybrid schedule:** 2 days a week in the office, with Tuesday as the anchor day.

### HEALTH BENEFITS

Eligible 1<sup>st</sup> of the month following date of hire.  
GLI pays 100% Coverage for Employee & Dependents (Spouse, Domestic Partner, eligible Children).

<b>Medical:</b>	Aetna PPO Kaiser HMO Kaiser HDHP/HSA (with employer funded HSA)
<b>Vision:</b>	VSP
<b>Dental:</b>	Delta
<b>Chiro/Acu:</b>	ASH (Provided for Kaiser Enrollees)
<b>EAP:</b>	ADP LifeCare (3 counseling sessions per issue & up to 9 sessions per year)

**Opt-Out Option:** If you already have coverage, you may request to "Opt-out" of Health Benefits to receive \$200 per month. (Requires proof of other medical coverage).

### FINANCIAL WELLNESS

- Flexible Spending Account (Eligible after 30 days):** Pre-Tax Savings Plans for health/dependent care expenses.
- Commuter Benefits (Eligible after 30 days):** Pre-Tax Savings Plans for Parking and Transit Expenses.
- Life (Eligible after 60 days):** Benefit is one time the employee's salary up to \$100,000.
- Supplemental Long-Term Disability (Eligible after 60 days):** Supplement to state disability insurance after 3 consecutive months of total disability.
- Financial Planning Services:** Personalized planning services for employees provided by El Camino Group at Morgan Stanley
- Retirement Plan (Eligible after 90 days):** 5% match employer match. Immediately vested at 100%.

### PROFESSIONAL DEVELOPMENT

Offered to Full Time Regular Employees, up to \$500 per calendar year subject to approval for job-related seminars/trainings that align with employee's documented professional development growth plan. Funds may be used to pay for the cost of enrollment and other related expenses, such as transportation costs.