National Archives Foundation Employee Benefits

**Personal Time Off**
All staff receive 4 weeks or twenty (20) days paid personal time off. In addition, staff receive sixteen (16) paid Holidays as part of their benefits package including an entire week between December 25th and New Year’s Day as follows:

**Paid National Holidays**
- New Year's Day
- Martin Luther King, Jr.'s Birthday
- Presidents Day
- Memorial Day
- Independence Day and July 5th
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving and the day after December 25
- The entire week from December 26-31

**Retirement Plan**
The Foundation offers a tax deferred 401 (K) retirement plan.

**Health Insurance Package**
A competitive medical insurance plan through Blue Cross/ Blue Shield including dental and vision with an option for either the Health Insurance Account (HSA) or (FSA) the Flexible Spending Account.

**Life Insurance**
Employees of the Foundation are offered Life/AD&D, Long-Term Disability and Short-Term Disability insurance programs at no additional cost.

**Mass Transit Subsidy**
To encourage public transportation to and from work, The Foundation offers a SmartBenefits program subsidy that includes the option for additional employee contributions towards SmartBenefits at a pre-taxed rate.

**Health Facility**
The Foundation offices are located in the National Archives building and all employees of the Foundation are provided full access to the gym at no additional cost.

**National Archives Museum Store Discount**
All Foundation employees are eligible for discounts of twenty (20) percent on all items in our nationally recognized museum store.