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*Neurodevelopmental Center of Excellence*

## Joya Benefits Summary

### Medical/Dental/Vision/Life Insurance/EAP

- 100% Paid Employee Only Benefits at Joya Rate Sheet Attached
- \$300.00 a month placed on HRA to put toward deductibles, co-pays, and other medical expenses
- 100% Paid Employee Only Life Insurance
- 100% Paid Employee Assistance Program

### Paid Holidays

Joya observes nine holidays during the fiscal year (July 1 – June 30). If an employee's regularly scheduled hours/days do not typically fall on an observed holiday, the employee may not be eligible for the paid time.

1. Independence Day
2. Labor Day
3. Veteran's Day
4. Thanksgiving
5. Day after Thanksgiving
6. Martin Luther King Day
7. Presidents' Day
8. Memorial Day
9. Juneteenth

### Paid Annual Closures

Joya closes its program during three annual closure periods each year:

- Summer Break: Two (2) weeks in Summer – the last two weeks prior to the Labor Day Holiday.
  - Winter Break: Two (2) weeks in Winter – follows Spokane Public School's winter break schedule, including Christmas Day and New Year's Day.
  - Spring Break: One (1) week in the Spring – follows Spokane Public School's spring break schedule.
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### Paid Vacation

In addition to the scheduled Annual Closures, employees are eligible for vacation time during the fiscal year.

#### Vacation Schedule

All eligible employees are awarded vacation on a pro-rated schedule, based on their regularly scheduled hours. Vacation is front-loaded at the beginning of every fiscal year, and not accrued.

<b>Years of Service</b>	<b>Amount of Vacation Awarded</b>
Year of Hire	1 week, pro-rated based on regular hours and hire date
1st full fiscal year	2 weeks
2nd full fiscal year	2 weeks + able to carry-over into the following year

\*All employees hired prior to July 1, 2020, will remain on the previous award cycle and be eligible for the carry-over.

### Paid Sick Leave

All full-time and part-time employees will be granted 2 weeks of sick leave at the beginning of each fiscal year. This amount is pro-rated based on the employee's regularly scheduled hours based on full-time equivalence.

A maximum of 2 weeks, pro-rated based on the employee's regularly scheduled hours based on full-time equivalence, of unused Sick Leave may be carried over from fiscal year to fiscal year. At a minimum, unused balances of 40 hours or less will be carried over to the following year.

Example 1: FT employees (37.5 hours a week), may carry over unused hours up to 75.

Example 2: PT employees (24 hours a week), may carry over unused hours up to 48.

Example 2: PT employee (18 hours week), may carry-over unused hours up to 40.

New Hires: Sick leave will be granted based on hire date and the employee's regularly scheduled workweek. The award will be a maximum of 2 weeks and is pro-rated based on regular hours and hire date (i.e., if hired half-way through a fiscal year the new employee only receives 1 week based on their regular hours).



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### 403b (Traditional IRA or Roth Options Available) Matching Schedule

<b>Years of Service</b>	<b>Employee Contribution</b>	<b>Matching Contribution</b>
0-4 Years	4% of wages	3% of wages
5-10 Years	6% of wages	4% of wages
11-19 Years	7% of wages	7% of wages
20+ Years	10% of wages	10% of wages

Employees must be 21 years of age to receive the employer matching contributions. The matching contributions are 100% vested at the time of Joya's contribution.

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