



# NLP Benefits Summary

For more information, email us at [info@newslit.org](mailto:info@newslit.org) or visit us at [newslit.org](http://newslit.org).

## Salaries

NLP offers competitive salaries based on position and experience.

## Standardized Raises and Bonuses

Every team member is eligible for annual performance-based raises and bonuses.

## Retirement/401(k)

After 90 days of employment, each team member is eligible to participate in our 401(k) plan, which offers an employer match up to 4%

## Health Insurance

Team members have a choice of health insurance plans for themselves and their families, including medical, drug, dental and vision coverage. NLP pays 80% of the premium cost. In addition, NLP annually funds personal health savings accounts (HSAs) — currently at \$1,500 for individuals and \$3,000 for families — and provides flexible savings accounts (FSAs) on request. (Note that there are limits on FSA participation for team members who have HSAs.)

## Professional Development

Every team member is eligible for up to \$1,000 per year for pre-approved, job-related professional development. In addition, NLP's flexible work environment supports the pursuit of such development.

## Virtual/Flexible Work Environment

NLP offers a flexible virtual working environment for all team members and provides a monthly stipend to cover work-from-home costs.

## Paid Time Off

NLP offers a generous paid time off package, which includes:

- **1-4 YEARS:** 12 vacation days per year (accrued 4 hours per pay period).
- **5+ YEARS:** 15 vacation days per year (accrued 5 hours per pay period).
- **SICK DAYS:** 5 per year for full-time employees, 3 for part-time employees.

Vacation days (up to a maximum of 200/240 hours, depending on length of employment) and sick days are eligible for carryover to the following year.

## Paid time off also includes:

- 13 holidays.
- 2 floating personal days.
- Last week of the calendar year (5 days maximum).

These cannot be carried over.

## In addition, NLP offers eligible team members the following options:

- A vacation buyout policy.
- Comp days for required weekend work or travel.
- A generous parental leave policy.

