

# Paid Leave & Flexible Work Schedules

*Definition: Employee paid leave and schedule flexibility to meet the needs of work and life demands, including vacation, illness and family illness, appointments, family care and other family related issues.*

## Paid Time Off

*Definition: Paid time off is leave time that is taken off of work with pay. Paid time off includes: vacation, holidays, illness, doctor visits for employee and their family members, birth, adoption, bereavement, appointments, and other commitments. It is time allowed away from work for holiday, personal, vacation and illness during which employee receives normal pay.*

**Holidays** – paid time off for federal holidays and/or personal holidays. A government-declared holiday allows employees to receive holiday pay as soon as they become employees with no waiting period, as is commonly the case with vacation pay.

**Paternal Leave** – maternity or paternity paid leave for the birth, adoption, or acceptance of the foster placement of a child.

**Short Term Disability** - insurance pays a percentage of your salary if you become temporarily disabled, which means that you are not able to work for a short period of time due to sickness or injury not related to your job.

**Bereavement** - leave that an employee can take when someone they know — generally a close relative — has died. An employee can use bereavement leave for a variety of purposes, including making funeral arrangements, attending a funeral, taking care of post-death tasks, and grieving.

## Flexible Work Schedules

*Definition: Flexible work schedules allows employees to integrate life and work responsibilities. Flexible working arrangements align with the needs of employee and workplace.*

**Remote Work** – or telecommuting allows employees to work from home or some other remote site some or all of the time. Employee is paid for work time outside

**Flexible Work Schedules** - allow employees to choose when they work, including their start and stop times, as long as they put in their hours every week. A flexible work schedule is an alternative to the traditional 9 to 5, 40-hour work week. Under some policies, employees must work a prescribed number of hours a pay-period and be present during a daily "core time."

**Variable Day/Work Week** - a type of flexible work schedule containing core hours on each workday in the week; in which an employee has a basic work requirement during the required hours in each week but may vary the number of hours worked on a given workday within the week.

# Health & Wellness Support

*Definition: Employer sponsored health care benefits and wellness programs support and improve the well-being of the employee and the employee's family.*

## Healthcare Coverage

*Definition: Benefit packages may include medical, dental and vision coverage for employees and their eligible family. Health care accounts may be offered to help employees manage out-of-pocket costs by setting pretax money aside from their paycheck to use for eligible health care expenses. Employers may also contribute to these accounts. A flexible spending account allows employees to contribute pretax dollars to pay for eligible out-of-pocket dependent care expenses such as child care or elderly adult care.*

**Paid Coverage of Premium** - plans include the predictability of an annual deductible, security of an out-of-pocket maximum and coverage for eligible medical services, such as doctor's office visits, specialist care or a hospital stay for the employee and their family.

**Family Dental Coverage** – is offered for preventive and basic care.

**Family Vision Coverage** – plans cover eye exams, eyeglass lenses, frames and contact lenses.

**Health Reimbursement Account (HRA)** - is an employer-funded plan that reimburses employees for out-of-pocket medical expenses not covered by company-sponsored insurance and personal health insurance premiums.

**Health Savings Account (HSA)** - is a tax-advantaged medical savings account for employees who are enrolled in a high-deductible health plan (HDHP). The funds contributed to an account are not subject to federal income tax at the time of deposit. It is a type of savings account that lets you set aside money on a pre-tax basis to pay for qualified medical expenses. An HSA may earn interest, which is not taxable.

**Flexible Spending Account (FSA)** - is a pre-tax benefit account that an employee elects to put money into, that can be used to pay for certain out-of-pocket health care costs, tax-free. A Dependent Care FSA (DCFSA) is a pre-tax benefit account used to pay for eligible dependent care services, such as preschool, summer day camp, before or after school programs, and child care.

## Wellness & Support

*Definition: Employee benefits that encourage employees to maintain a healthy lifestyle. Covered employees and their dependents have access to tools and voluntary wellness programs, along with rewards and incentives to support a healthier life.*

**Wellness Council of America (WELCOA)** – certification helps organizations build and maintain strategies that create healthier workplaces.

**Onsite Wellness Services** – includes but not limited to gym, meals, wellness coaches and healthcare providers.

**Wellness Education & Incentives** – includes but not limited to membership discounts for gym, physical training, meal planning & services, gift cards, paid time off, coaches, counselors, and cash incentives.

## Fox Cities Employee Friendly Workplace Definitions

**Employee Assistance Program (EAP)** - is a work-based intervention program designed to assist employees and their eligible family members. EAP may cover a broad range of issues such as child or elder care, relationship challenges, financial or legal problems, wellness matters, traumatic life events and a wide array of other services, such as nurse advice lines, basic legal assistance or adoption assistance. Programs are delivered at no cost to employees by stand-alone EAP vendors or providers who are part of comprehensive health insurance plans.

**Employee Engagement Survey** – measures the emotional commitment and connection the employee has to the organization.

**Breastfeeding Moms (Policy & Designated Space)** - Lactation supports could include written corporate policies to support breastfeeding women; teaching employees about breastfeeding; providing designated private space for breastfeeding or pumping; allowing flexible scheduling during work; giving mothers options for returning to work, such as teleworking, part-time work, and extended maternity leave; providing on-site or near-site child care; providing high-quality breast pumps; and offering professional lactation management services and support.

# Financial Support

*Definition: Employer sponsored benefits and programs that support the overall financial wellness of the employee for the goal of work-life integration. Financial supports are options that contribute to tax benefits, increased savings, and resources for the employee and/or their dependents.*

## Retirement Savings Plan

*Definition: A retirement savings plan is funded by employee contributions and (often) matching contributions from the employer; contributions are made from an employee's salary before taxes and the funds grow tax-free until they are withdrawn, at which point they can be converted into an individual retirement account.*

**Profit Sharing** - is an incentivized compensation program that awards employees a percentage of the company's profits. The amount awarded is based on the company's earnings over a set period of time.

**Life Insurance** - group term life is typically provided in the form of yearly renewable term insurance. When group term insurance is provided through your employer, the employer usually pays for most (and in some cases all) of the premiums. The amount of your coverage is typically equal to one or two times your annual salary.

**Supplemental Life Insurance** – is additional term life insurance, offered by an employer, that you can purchase that is above and beyond the employer-provided basic coverage. As with basic coverage, it usually can be bought in the form of a multiple of your annual salary. And it is deducted from payroll.

## Dependent Care

*Definition: Benefits provided by employers for care of family members that may include children, aging parents or family members with special needs. Coverage and support may include care, tax credits and spending accounts.*

**On-site Child Care** - takes place in facilities where parents are on the premises, at their place of employment.

**Off-site Child Care** - an employer can subsidize employees' child care, paying all or some part of approved arrangements and/or reserving slots at particular facilities for employees' children. Employers can contribute to the cost of each employee's child care without the subsidy being added to the employee's taxable income.

**Back-up Care** - is intended to supplement rather than replace regular care when a caregiver is ill or on vacation, or due to inclement weather. Employers provide options for employees including, but not limited to: a list of emergency child care facilities in the area, access to care through an online membership service, access to a local child care facility with reserved emergency spots, access to an in-house dependent care coordinator who can find emergency care and/or contract with a child care company to put a back-up child care facility on site.

**Adoption Benefits Policy** – outlines an employer-sponsored program that financially assists or reimburses employees for expenses related to the adoption of a child and provides for paid or unpaid leave for the adoptive parent.

**Fertility Assistance** – employer subsidizes costs for fertility treatment for employee or eligible spouse

## Education Benefits

*Definition: An employer provided benefit that may award scholarships on a merit or need basis to the employee or their family members, or may actually pay, lend or reimburse all or part of the cost of tuition or classes.*

# Perks

*Definition: Employer offered discretionary benefits often perceived as “unique” incentives. Perks are employee benefits, usually in addition to salary and standard employee benefits. The word, perk or perks, is a short form of the word perquisite which means incentives, bonuses, extras, or sweeteners. In use in business, the term perks have come to mean benefits or extras above and beyond the normal comprehensive benefits package. Perks include employee benefits and benefits in kind and may include various types of non-wage compensation provided to employees in addition to their normal wages or salaries.*

*In organizations, perks are often viewed as an incentive or a form of gratitude that is offered to employees and may be something that sets an organization apart from the average employer.*

## Additional Definitions & Sources

**Short-term Disability Insurance** - pays a percentage of your salary if you become temporarily disabled, which means that you are not able to work for a short period of time due to sickness or injury not related to your job.

**Long-term Disability Insurance** - is an insurance policy that protects an employee from loss of income in the event that he or she is unable to work due to illness, injury, or accident for a long period of time.

**Job Share** - is a benefit when two or more employees share a single position, each working a fraction of the necessary time. Job sharing allows employees to hold a position and still have time to spend with children or take care of other family responsibilities. A full-time employee might be allowed to shift to part-time—either as part of a job share, or simply as a reduction in working hours—and still continue in the same position.

**Predictable Scheduling** - policy ensures that employees have some control over their scheduled working hours, not changing work schedules without employees' consent, and/ or giving employees advanced warning about changes to their work schedules.

**Pregnant Worker Accommodations** - offers work adjustments that allow pregnant women to do their jobs safely, without jeopardizing their health or the health of their babies.

**Family-oriented Events** - employers arrange company picnics, Christmas parties, and other events to include employees' families.

**Family-oriented Environment** - employers make it possible for people to bring their children to the workplace from time to time when necessary. Employers may set up a playroom, with toys and children's programming to keep children busy at those times. A Babies at Work program allows parents to bring infants to work with them—generally up to about six months of age or crawling.

**Tuition reimbursement/ Assistance** - is a contractual arrangement between employer and employee that outlines terms under which the employer may pay for a portion of an employee's continuing education.

[Bank of America](#)

[Community Toolbox at the University of Kansas](#)

[Family Friendly Business New Mexico](#)

[Family Forward North Carolina](#)

[Office of Personnel Management](#)

[SHRM](#)

[The Balance Careers](#)

[WELCOA](#)