CARE Canada Benefits

In addition to its base salary package, CARE Canada offers a generous benefits and perquisites program.*

All CARE Canada full-time staff enjoy the following benefits:

Paid Time Off/Annual Leave -- CARE Canada offers 15 days of paid leave during the first 2 years of employment after which 20 days are applied (starting in year 3), 25 days (in year 6) and 30 days are applied after 10 years of service.

Statutory Holidays -- A minimum of 12 paid statutory holidays are offered to all domestic and international staff. An alternate religion/faith day policy is also offered.

Personal and Compassionate Leave -- 3 days of personal (annually) and 3-7 days of compassionate leave (per occasion) are offered for personal circumstances, including bereavement.

Sick Leave -- CARE offers 15 days of paid sick leave are offered per year of which up to 5 days can be used for sick children or elderly parent care.

Pregnancy and Adoptive Mothers' Leave -- Following 1 year of continuous service, employees who receive EI benefits are eligible for 2 weeks at full pay, followed by 15 weeks of "top up" to 85% of gross pay during their up to 17 weeks pregnancy leave. This benefit is also applied to adoptive mothers.

Parental Leave -- Employees who have taken a pregnancy leave are entitled to a further 35 weeks' unpaid parental leave; others are entitled to 37 weeks' unpaid parental leave. Employees may also be eligible to receive Employment Insurance (EI) benefits from the Government of Canada during this leave period.

Group Pension Plan -- Following one year of continuous service, a 5% contribution of gross pay is offered by CARE into a defined pension plan (Canadian employees only), or is provided as a financial allowance (non-Canadian employees).

Training -- Training opportunities are available within budgetary parameters.

Organizational Environment -- CARE Canada offers a professional but relaxed working environment. Employees working at CARE Canada headquarters are provided with well-furnished office accommodation, and the tools and technology they need to get the job done. The working environment at CARE Canada is largely team-based, and highly task-oriented. Dress is usually "business casual", and many CARE team members are able to enhance their productivity by taking advantage of flexible working arrangements and "telecommuting", provided those are in keeping with team requirements.
Other benefits include:

**Home and Auto Group Insurance Plan**
**Dependent care** while traveling on business (for single parents or if both parents are traveling at once)
**Home Incidental Expense** (to defray household costs incurred as a result of work-related travel)

Canada-based (Ottawa, Montréal) staff enjoy the following:

**Medical and Life Benefits**
Accidental Death and Dismemberment and Life Insurance
Dependent Life Insurance
Short Term Disability
Long Term Disability (employee paid)
Extended Health Care including prescription drugs, private duty nursing, semi-private hospital, global medical assistance program, hearing aids, paramedical practitioners, vision care
Dental Care (including orthodontic)

**Employee Assistance Program** -- Confidential counseling, advisory and information service provided by outside group.

**Travel Leave** -- One day leave for every 7 days of travel outside of city of assignment (Ottawa, Montréal).

**Parking** -- Free parking is available at the Ottawa location.

**Information Technology** -- Excellent computer hardware, state-of-the art software; full e-mail (outlook) system with off-site, web access; internet access on and off-site; organizational intranet application (Livelink), laptop computers for travel purposes; access to radio/music while working.

**International Travel** -- Most positions at CARE Canada offer some degree of travel, some up to 40% yearly.

The challenges and hardship of international staff* postings may be rewarded with the following supplements:

**Medical and Life Benefits**
Accidental Death and Dismemberment Insurance
Life Insurance (for contracts longer than 6 months)
Salary Continuance
Medical Reimbursement Expense including prescription drugs, private duty nursing, private hospital, paramedical practitioners, vision care (for contracts longer than 6 months)
Accidental dental treatment
Emergency treatment
Maternity expense (for contracts longer than 6 months)
Medical Evacuation / Repatriation  
Dental (for contracts longer than 6 months)

**Post Living Allowance** -- Post-dependent non-taxable allowance compensating for the variances in cost of goods and services between Canada and the international post, dependent on CIDA index.

**Post Differential Allowance** -- Post-dependent non-taxable allowance compensating for relative hardship of posting, dependent on CIDA index.

**Housing** -- Adequately furnished appropriate rent-free housing and utilities (where donor-permitted) are provided to all CARE staff working internationally. Alternately, a shipping allowance for furnishings not available locally may be provided.

**Relocation Allowance** -- Employees are offered a relocation allowance to defray the cost of incidental in-country relocation expenses, dependent on post status.

**Personal Effects Relocation & Insurance** -- CARE provides for the shipment and insurance (where permitted by donor) for personal effects to country of posting based on family size.

**Storage of Personal Effects** -- Provides for storage of personal effects in home country during the course of the international assignment to a maximum of CAD 200 per month.

**Psychosocial Counseling** -- Confidential counseling for stress, trauma or in response to critical incidents is provided to all overseas staff.

**Child Education** -- CARE will cover the cost of private education for children accompanying the employee to their post in an internationally recognized elementary, junior or high school ($US 400 deductible per child per school year applies)

**Home Leave** -- A home leave allowance is paid monthly and is based on 1/12 of the cost of a return ticket to home of record for employee and eligible in-country dependents.

*These benefits are offered specifically by CARE Canada and may vary from those offered by other CARE national offices. Changes in benefits may be applied during the course of a given contract and/or assignment and are subject to contract length and the country of posting.*

For more information, visit the CARE Canada website: [www.care.ca](http://www.care.ca).