

Hi there!

This is a public version of our guide to Perks & Benefits at [ESL Passport](#). We made this (and [our Culture Guide](#) and [Day 1 Doc](#)) public for other companies to model, and for applicants to learn more about what it's really like to work here.

You can see our current job openings at <http://www.eslpassport.com/we-are-hiring>

ESL Passport Perks & Benefits



Work From Home ft • pt

Our favorite and most beloved perk for all team members, full-time and part-time. No commute! Casual Friday every day! Pets as coworkers!

We will provide you with everything you need to do this comfortably: a [laptop \(for full-timers\)](#) and a strong internet connection (see below).

Internet Service ft • pt

You need fast Internet to work here. We foot the bill. Part-Time we pay half. Don't worry about how much your family, roommates, etc are using the internet, we'll pay your monthly fee (usually around \$50-\$100/month).

Coworking Spaces ft

We encourage you to find a working environment that suits your needs the best, if working from home every single day isn't for you. We ask that you choose one of the offers below if home is not a visible working space.

- If you prefer coworking spaces, we'll cover monthly membership and/or day passes (these usually run about \$300/month, depending on where you're located).
- If you prefer coffee shops, please expense coffee/snacks for the time you're there. The spirit behind this is to offer "coworking" to people who can't or don't go to a formal space. This is basically a much cheaper coworking membership fee, so please don't be shy about doing it! We'd expect these expenses to run about \$5-\$7 per day.

House Cleaning ft • pt

For Outside USA Employees

Many of our team members list having a clean and comfortable work space as a big part of their "ideal work day," so we want to help! Since we work from home, we're happy to cover the cost of a monthly house/workspace cleaning (for your entire home, not just home office).

Community Service ft • pt

We love being a part of helping your community - wherever you are. Each quarter, we'll provide one extra day of paid time for you to go volunteer in your community.

Global Entry/ TSA Pre-Check ft • pt

As part of ESL Passport, we travel and that time spent waiting in line, taking your shoes off, and organizing your stuff into separate bins is time we AREN'T having fun and working together in person! We'd like to ease the pain of the commute for you by paying your application fees for [TSA PreCheck](#) or [Global Entry](#)

[Find out more information about TSA PreCheck here.](#)

[Find out more information about Global Entry here.](#)

Vacation Days ft

Full-time employees get 4 weeks of paid vacation per year (20 Days). Days expire at the end of the calendar year. These days accrue based on hours worked, but you can always use all 20 at any time in the year - you do not need permission to "go negative" on PTO.

*Work responsibilities and goals will always still need to be met.

Uncapped Sick Time ft • pt

If you're sick, don't come to work. Simple as that. Individual sick days are not counted as PTO and are uncapped. Plus a benefit of working remotely is that you can't get anyone else sick with the small stuff while recovering at home.

If you need more than 5 *consecutive* sick days off, you may be asked to provide verification documentation. After the 5th *consecutive* paid sick day, you may be required to transition to medical leave.

Paid Holidays ft

The following are paid holidays for full-time employees. We are a global company therefore do not solely honor one country's holiday norms. We realize our list may not accommodate all of your holiday needs so you have 3 more days to assign where you deem fit. Report these dates to your advocate at least 30 days in advance. We want to know what you are celebrating! Specific Dates are marked on ESL Passport's Company Calendar (In Company Dropbox):

- New Year's Eve December 31st
- New Year's Day January 1st & 2nd
- Lunar New year
- Thanksgiving
- Holiday Winter Break December 24th-27th

Family Leave ft

Congratulations, new parents! To help you celebrate the welcome of your new family addition (and get some much needed family time and rest), we offer both primary and non-primary caregivers paid family leave as follows:

Primary Caregivers

2 month of fully paid leave

1 additional month of unpaid time is available, for those who request it

Non-Primary Caregivers

1 month of fully paid leave

1 additional months of unpaid time off is available, for those who request it

This policy covers all full-time employees who need time away from work to care for and bond with a new child, biological or adopted.

Health Coverage ft

Coming 2018

All employees who work 30 hours or more per week are eligible for health benefits, starting the 1st of the month following your hire (assuming all enrollment forms are completed). The company covers 75% of employee premiums for Health, Dental, and Vision.

Hassle-Free Company Credit Card ft

Coming 2018

All advocates are issued a company credit card. No approval process and no hassles to charge any of the above mentioned company perks up to the limits indicated above, or any other work-related incidentals.

Fitness ft • pt

Coming 2018

- We believe healthy employees are more-so happy employees! We will pay the bill for your membership to Aaptiv. [Click here to learn more about Aaptiv.](#)
- We will order you your preferred health monthly health box:
- Want to join a full or half marathon? We will sponsor you!

Company-Provided Technology ft

Coming 2018

If you're a full-time employee, you'll be getting a new MacBook and hard drive when you start working at ESL Passport. Once you hit your 1-year workiversary, the Macbook yours to keep forever and ever.

Books / Courses / Education ft • pt

Coming 2018

Please buy books and educational courses that would be useful as reference or educational material for your job. You're also encouraged to purchase books or educational materials that you think may benefit any coworker. You could aim for about 10 books a year to enhance your skills. If a course (or very fancy book?) is above \$100 or on a monthly subscription, run it by your advocate first.

Note: Supplemental training courses and educational activities are intended for outside of normal scheduled work hours, unless there is a direct correlation to an assigned work task. Please use your best judgement in regards to doing training courses on company time.

Team Retreats ft • pt

Coming 2019

Once a year, the whole team gathers together for a weeklong giant workcation! All expenses are included. This happens in the early summer and late fall each year - more details will come as we get closer to retreat dates.

Attending a Conference ft • pt

Coming 2019

We will cover the cost of attending one conference per year. Please actively look for a conference/event each year to attend that will benefit you and your work - attending with other team members is encouraged.

What's covered:

- Your conference ticket (tickets range from a few hundred up to \$2,000 per ticket)
- Travel to/from conference city (airfare probably runs around \$400 r/t)
- Lodging for the duration of the conference (about \$200 per night)
- Taking paid time off to attend a conference is not required

If you'd like to attend a second conference in one year, share the conference details with your Advocate so we can discuss reimbursement.