

THE UNIVERSITY OF IOWA

Faculty and Professional Staff Benefits Overview



Benefits Office Website: <http://www.uiowa.edu/hr/benefits/index.html>

Updated 02/2012

Benefits Program Design

The benefit program is a robust program is designed to be sustainable, equitable, and flexible.

Four "Core" Insurance Benefits

There are four "core" insurance benefits provided for all faculty and Professional & Scientific staff. The four "Core" insurance Benefits will be provided as follows:

Health Insurance

- Faculty and Staff will be provided a 100% University contribution for single coverage from either of the existing insurance plans (UI Choice or CHIP II).
- The University will contribute 80% toward the cost of coverage for employee/spouse, employee/child(ren) or employee family, based upon the premium cost of the UI Choice plan. This can also apply toward the cost of the CHIP II plan, with the employee paying any difference in cost.
- Where two spouse/partners are Faculty, Professional & Scientific, or Merit Supervisory Exempt Staff employed by the University(double spouse) - they can elect to take the Double Spouse Credit & they will be provided with their choice of one employee/spouse or family health insurance plan with no out-of-pocket expense. You must fill out a [request for double spouse credit](#) form and return it to the Benefits Office in order to receive this credit.

Dental Insurance

- Faculty and Staff will be provided a 100% University contribution for single coverage from either Dental I or II plans.
- The University will contribute 80% toward the cost of coverage for employee/spouse, employee/child(ren) or employee family, for either Dental I or II plans.
- Where two spouse/partners are Faculty, Professional & Scientific, or Merit Supervisory Exempt Staff employed by the University(double spouse) - they can elect to take the Double Spouse Credit & they will be provided with their choice of one employee/spouse or family dental plan with no out-of-pocket expense. You must fill out a [request for double spouse credit](#) form and return it to the Benefits Office in order to receive this credit.

Group Term Life Insurance

- Faculty and Staff will be provided life insurance at the amount of two times salary, up to a maximum of \$400,000 in coverage. Individuals can choose to buy additional supplemental life insurance if they desire.

Disability Insurance

- Faculty and Staff will receive long-term disability insurance to provide 60% salary replacement upon employment.

The program has an element of choice, as each employee will receive a General Benefit Credit to use for additional benefit expenses.

Pre-tax Elective Insurance Benefits

The plan offers flexibility in that you have the option of selecting a number of elective pre-tax benefits, including;

- purchasing additional life insurance
- the purchase of accidental death and dismemberment insurance
- funding a dependent care or health care spending account

General Benefit Credits

All faculty and staff will be provided \$90 per month in General Benefit Credits to be used at their discretion toward:

- the cost of health or dental insurance, or:
- the purchase of additional life insurance
- the purchase of accidental death and dismemberment insurance
- funding a dependent care or health care spending account

Shared Savings Credits

Depending on the choices a faculty or staff member makes, they may be eligible for Shared Savings Credits which they can use in the same manner as the General Benefits Credits.

Individuals who have health and/or dental insurance, but are not enrolled in a University or State of Iowa (state agencies, Board of Regents, UI Merit), health and/or dental insurance plan will receive an additional Shared Savings Credit as an incentive to remain with their current insurance provider. Individuals who elect not to enroll in the University's or a State of Iowa (state agencies, Board of Regents, UI Merit) health insurance plan will receive an additional \$200 per month in Shared Savings Credits. Individuals who elect not to enroll in the University's or a State of Iowa (state agencies, Board of Regents, UI Merit) dental insurance plan will be provided an additional \$25 per month in Shared Savings Credits.

Where two spouse/partners are Faculty, Professional & Scientific, or Merit Supervisory Exempt Staff employed by the University (double spouse) who elect the Double Spouse Credit, they are paired together for health and dental insurance benefits purposes.

One person carries both the health & dental insurance plans (either employee/spouse or family plans), while the other person has neither option available to them on their enrollment (because they can be covered on the spouse's plans). Electing the Double Spouse Credit gives them their choice of one employee/spouse or family health and dental insurance plan at no out-of-pocket cost.

Members of a double spouse couple who elect the Double Spouse Credit are not eligible to claim individual status for health or dental insurance coverage. Double spouse couples are only eligible for a Health or Dental insurance Shared Savings Credit if they both waive coverage. You will need to contact the Benefits Office if you wish to do this.

Finally, individuals whose salary is over \$25,000 who elect to receive only \$50,000 in life insurance will receive an additional \$40 per month in Shared Savings Credits. The life insurance Shared Savings Credit will be subject to further review for continuation into subsequent benefit years

Medical Insurance Programs



Medical insurance coverage is available on a voluntary basis. The University contributes towards the medical insurance cost for each regular University faculty and staff member who holds a 50% time or greater appointment.

Coverage is generally effective on the first of the month following the appointment date of the faculty or staff member.

An annual open enrollment or change period is held for persons already employed and wishing to enroll or change coverage. If you have a qualifying event during the calendar year, you may change your plan or go from single to family or family to single coverage or add a dependent if it is within 30 days of an event (60 days for birth, adoption or loss of Medicaid or SCHIP coverage). An event consists of a change in your family status due to a birth, death, adoption, marriage, divorce, or if your spouse/dependent obtains or loses a job.

Coverage is offered under a single, employee/spouse or domestic partner, employee/children or family contract basis. In addition to the subscriber, the other contracts may cover:

1. Spouse or domestic partner
2. Dependent children may be covered until the end of the year they reach age 26 without tax implications.
3. Dependent children, regardless of age, as long as they are full-time students.
4. Dependent children, regardless of age, who are totally and permanently disabled, provided such disability was in existence while the child was insured.
5. Same or opposite-sex domestic partner.

The premium rates are computed on a twelve-month basis and the staff member's share is deducted from payroll checks, as applicable.

You may elect to participate in one of two University of Iowa health insurance plans. All of the plans combine hospital, medical/surgical and major medical coverage into one program. The plans differ in their deductibles, co-insurance, out-of-pocket maximums, and freedom to select providers and facilities.

CHIP II

Care under the CHIP II program can be through any provider you choose.

While you can use any provider you want, there are advantages to using providers who have contracts with Blue Cross and Blue Shield.

Insureds pay a Benefit Period Deductible of \$1,200 per person or \$3,600 (maximum) per family and 10% for most items and services co-insurance on this plan.

The CHIP II Plan provides an annual maximum limit for the out-of-pocket maximum (OPM) expense for both individuals and families.

The annual OPM is \$4,200 per person and \$8,400 for any other contract (total accumulated amounts paid on any combination of family members). Once the OPM is reached the plan pays 100% of covered expenses incurred during the calendar year.

The plan provides coverage for prescription drugs and medicines with 10% co-insurance after the \$1,200 deductible.

Generic medication and immunizations will be provided at no cost to the insured; you will be fully reimbursed for generic medication (0% co-insurance) and immunizations and the plan deductible will not apply.

UICHOICE

Health care under the UIChoice Plan may be obtained from any provider you wish. This plan includes three benefit levels; the provider you choose automatically determines the plan benefit level within UICHOICE.

Plan Benefit Level 1 = **Providers from The University of Iowa Hospitals and Clinics, the Carver College of Medicine (CCOM), and UI Community Medical Services Clinics (CMSC).**

Plan Benefit Level 2 = **Providers from the Wellmark Blue Choice Network.** Locally, Level 2 includes Mercy Hospital and most Iowa City community providers.

Plan Benefit Level 3 = **Any provider that does not belong to Level 1 or 2.**

You can use any provider. Plan Levels 1 and 2 will result in lower out-of-pocket costs for you. While you can use any provider you want, there are advantages to using providers who have contracts with Blue Cross and Blue Shield.

Co-payments, Co-insurance, and Deductibles

Office visits with Level 1 providers have a \$5.00 co-payment. Level 2 providers have a \$20 co-payment. Level 3 providers have 40% co-insurance.

There is no co-payment or co-insurance for well-child care (children up to seven years of age) and/or immunizations on any of the levels.

When an individual is admitted to a hospital, the individual will pay a \$400 deductible for level 1 providers, \$600 deductible for level 2 providers, and an \$800 deductible for level 3 providers. After the deductible is paid, the individual will pay 10% of the charges for Level 1 providers, 20% of the charges for Level 2 providers, and 40% of the charges for Level 3 providers, subject to the out-of-pocket maximum limits.

The UIChoice Plan provides an annual maximum limit for the out-of-pocket expenses for both individuals and families. When the amount paid in co-insurance & deductibles equals the applicable OPM, the plan pays 100% of the covered charges for most additional medically-necessary expenses incurred during the remainder of the calendar year.

The OPM for the individual's expenses for Levels 1 and 2 combined is \$1,700. The OPM for all other contracts (family, employee & children, employee & spouse) is \$3,400 for Levels 1 and 2 combined.

The OPM for Level 3 services is separate from the Level 1 and 2 OPM. The OPM for Level 3 services is \$2,000 for individuals and \$4,000 for all other contracts.

This plan has a tiered prescription benefit. This means for each prescription you will pay co-insurance which will vary depending on the tier (or category) of the drug.

The co-insurance amounts are:

- Tier 1: 0% - Generic drugs are provided at no cost to the insured
- Tier 2: 30% - Wellmark name brand formulary drugs
- Tier 3: 50% - Wellmark non-formulary drugs

The OPM expense provision for prescription drugs is separate from the medical OPM. The insured is responsible for paying co-insurance on prescriptions (as described above) up to \$1,100 for individuals or \$2,200 for family in prescription drug cost. Once the OPM has been met, the plan pays 100% of covered expenses incurred during the rest of the calendar year for drugs.

Dental Insurance Programs



Dental insurance coverage is available on a voluntary basis. The University contributes towards the dental insurance cost for each regular University faculty and staff member who holds a 50% time or greater appointment.

Coverage is generally effective on the first of the month following the appointment date of the faculty or staff member.

Coverage is offered under a single, employee/spouse, employee/children or family contract basis. In addition to the subscriber, the other contracts may cover:

1. Spouse.
2. All children up to age 26.
3. Dependent children, regardless of age, as long as they are full-time students.
4. Dependent children, regardless of age, who are totally and permanently disabled, provided such disability was in existence while the child was insured.
5. Same or opposite-sex domestic partner.

The premium rates are computed on a twelve-month basis and the staff member's share is deducted from payroll checks, as applicable.

You may elect to participate in one of the two Delta Dental of Iowa Plans.

PART A: (Routine examination and teeth cleaning)

Plan component	<u>Dental I</u>	<u>Dental II</u>
Annual Deductible (Per member)	None	None
Co-insurance**	0%	0%
Maximum Annual Benefit	None	None

PART B

Regular cavity fillings, emergency treatment for relief of pain, non-surgical treatment for gum diseases, bridges, partial and complete dentures.

Plan component	<u>Dental I</u>	<u>Dental II</u>
Annual Deductible (Per member)	None	None
Co-insurance	50%	20%
Maximum Annual Benefit	\$750	\$1,500*

PART C:

Treatment necessary for the proper alignment of teeth, orthodontic benefits paid quarterly.

Plan component	<u>Dental I</u>	<u>Dental II</u>
Annual Deductible (Per member)	\$50	\$50
Co-insurance	80%	70%
Maximum Annual Benefit	\$500	\$1,500*

* \$1,500 all covered services per member combined with Part B and C.

** Co-insurance is the portion of the expense you pay.

Retirement Plans



In addition to Federal Social Security, every staff member (except students) with employment of more than six months must participate in a retirement program. Staff members with a regular appointment of 50% or more may choose to participate in either IOWA PUBLIC EMPLOYEES RETIREMENT SYSTEM (IPERS) or in the University Funded Retirement Plan (TIAA/CREF).

Staff with temporary appointments of six months or more and staff with regular appointments less than 20 hours per week or with an annual salary less than \$7,800 are required to participate in the IPERS program. Under both plans, Federal and state income taxes on both the University and the staff member contributions are deferred until the benefits are received.

Serious consideration must be given to choosing a retirement plan because your choice of a retirement plan is an **irrevocable decision** that must be made within 60 days of your hire date. The IPERS plan is a Defined Benefit plan and retirement income is determined by a formula based on your years of service and salary earned. The TIAA-CREF plan is a Defined Contribution plan and retirement income depends upon your individual retirement investment returns. If you do not select a plan within the 60 day window, you will automatically be enrolled in IPERS.

The University Retirement Programs are briefly discussed in this section. There is more information available on the University Benefits Office website.

IPERS

Participating staff members contribute 4.5 percent of salary (5.38% as of 7/1/11) on the first \$245,000 in gross annual earnings. The premium is deducted from the staff member's paycheck. The University makes a contribution of 6.95 percent to the program on the staff member's behalf (8.07% as of 7/1/11). IPERS is the default retirement program at The University of Iowa; employees are automatically enrolled in IPERS unless they make a request to be placed in TIAA-CREF.

University Funded Retirement Program - TIAA-CREF.

TIAA-CREF was established to enable staff to participate in a single retirement program without losing benefits when moving from one participating institution to another. The choice of the retirement program is an irrevocable decision.

Premium payments are deducted from the staff member's monthly paycheck. Contributions of 5% by the staff member and 10% by The University of Iowa are made for all staff with five years or more of service with the University.

Contributions of 3-1/3% on the first \$4,800 of annual budgeted salary and 5% over \$4,800 by the faculty/staff, and 6-2/3% on the first \$4,800 of annual budgeted salary and 10% over \$4,800 by the University are made for all faculty/staff members with less than five years of service.

(Effective with the payroll period beginning on November 1, 2009 and ending with the payroll period ending on June 30, 2011, the University will reduce the employer retirement contributions to Defined Contribution Retirement Plans from 10% to 8% of salary).

Additional Retirement Savings Opportunity

Arrangements can also be made for additional tax-deferred or after-tax contributions (over and above required contributions), within IRS guidelines, to the Voluntary Retirement Savings Program (VRSP). An individual is allowed to freely change or terminate a VRSP contribution during the calendar year.

Life Insurance



GROUP LIFE INSURANCE PLAN:

The University provides staff members with term life insurance. Participation in the program is a condition of employment for regular faculty and staff members who hold a 50% time or greater appointment.

The amount of Group Life Insurance for faculty and staff members is determined by multiplying the person's Annual Benefit Salary by the amount of coverage selected. If this salary is not an even thousand, it will be rounded to the next higher thousand, and then multiplied by the coverage selected. The minimum amount of coverage is \$50,000. The amount of coverage available is \$50,000, or two, two and one-half, or three times the member's Annual Benefit Salary, subject to a maximum benefit of \$400,000.

The University contributes towards the cost of the premiums.

Paid-up Life Insurance Upon Retirement. A faculty or staff member retiring at age 62 or older with 10 or more years of continuous University of Iowa insurance coverage receives \$2,000 of paid-up life insurance for the first ten years of continuous employment, and an additional \$200 of paid-up life insurance for each additional year of employment to a maximum of 20 years or \$4,000. The cost of this program is paid by the University.

Beneficiary. Staff members name their beneficiary and may change the beneficiary at any time by completing the proper form available at the University Benefits Office website or by submitting a change on the Employee Self Service. Any change in beneficiary will not become effective until acknowledged and recorded by the University.

Conversion Privilege. If a faculty or staff member leaves the University program for any reason, this Group Life Insurance coverage may be converted within 31 days from the date coverage terminated, by making application and paying the proper premium. The conversion will be to an individual policy issued by Principal Financial Group. No medical examination will be required for the new policy. Retirees who elect a paid-up life insurance policy are not eligible for the conversion privilege.

SUPPLEMENTAL LIFE INSURANCE PLAN:

Supplemental Life Insurance is also available to all regular University faculty and staff members who hold a 50% time or greater appointment. This optional program allows you to obtain insurance in the amounts of 1/2 up to 3-1/2 times the annual benefit salary. Monthly premium rates for this coverage are based on age.

Additional information is available from the University Benefits Office.

SPOUSE/PARTNER/DEPENDENT LIFE INSURANCE PLAN:

Term life insurance coverage is available for your spouse/partner and dependents. You may insure your spouse/partner for \$10,000 or \$20,000 and your dependent children for \$5,000 or \$10,000 per child.

Social Security



University staff are covered by the Federal Retirement and Survivors Insurance system, which is usually referred to as Social Security. The University contributes an amount equal to that deducted from the staff member's paycheck.

A statement (Request for a Statement of Earnings form) showing Social Security earnings credited to a staff member's wage record may be obtained by completing a request form available in the University Benefits Office, 120 University Services Building, Suite 40. A time limit of three years, three months, and fifteen days after the year a mistake was made is set by law for correcting errors.

Staff members are urged to report to the Social Security Office serving the district in which they reside when they approach age 65. Information as to whom and where to go to enroll may be secured from the University Benefits Office.

Monthly Benefits. A retired worker receives monthly Social Security retirement payments based on the worker's Social Security earnings record. In addition, a spouse and/or eligible children can receive benefits of one-half of the retired worker's benefits. The law allows for benefits as early as age 62 at reduced benefits.

Medicare. The Federal Social Security System makes available a broad program of health insurance for people age 65 and older. (In certain circumstances this insurance is extended to individuals under age 65.) The program, popularly known as "Medicare", provides four kinds of health insurance.

1. Hospital Insurance. (Medicare Part A) Provides a basic coverage designed to help pay hospital bills. It covers hospitalization, post-hospital extended care, post-hospital home health care, outpatient hospital diagnostic services, drugs, and health supplies, and most other items ordinarily furnished by a hospital or an extended care facility.
2. Supplemental Medical Insurance. (Medicare Part B) A voluntary plan designed to help pay for doctors' services and for a number of other medical items and services not covered under the hospital insurance program. These items and services include physicians' and surgeons' services, home health visits, and other medical and health services, such as diagnostic tests, x-ray or radium treatments, surgical dressing, splints, casts, certain ambulance services, and rental of medical equipment.
3. Medicare Advantage Plan. (Medicare Part C) A voluntary plan designed to replace the University or State supplemental health plans.
4. Prescription Drugs. (Medicare Part D) A voluntary plan designed to help pay for prescription drugs.

Long-Term Disability Insurance



The University Disability Insurance plan provides 60% salary replacement coverage for regular faculty and staff members who hold a 50% time or greater appointment and who become disabled while actively employed.

Definition of Disability. For the purposes of these policies, total disability means "a person is unable to perform any and every duty of his/her occupation during the first 24 months of disability due to bodily injury or sickness." After 24 months permanent disability means "a person is unable to engage in any work or occupation for which he/she is reasonably fitted by education, training or experience and while disabled does not engage in any employment for wage or profit."

Long-Term Disability Benefit.

NOTE: The amount a staff member receives under these programs is reduced by any benefits paid by Social Security and/or Workers' Compensation. Benefits continue for as long as a faculty or staff member remains disabled up to a certain age. The length of the disability payment is dependent upon the individual's age at the time of disability. A cost of living provision not to exceed 5% in any given year is part of this plan.

Waiver of Retirement Premium Insurance



A faculty or staff member who becomes disabled while participating in TIAA/CREF may be entitled to continuation of the retirement premiums based on salary and length of service. The University provides this coverage to all regular University faculty and staff members who hold a 50% time or greater appointment after one year of continuous service. The cost of the Waiver of Retirement Premium insurance is paid by the University.

Definition of Disability. For the purposes of this policy, total disability means "a staff member is unable to perform any and every duty of his/her occupation during the first 24 months of disability due to bodily injury or sickness." After 24 months, total disability means "a person is unable to engage in any work or occupation for which he/she is reasonably fitted by education, training or experience and while disabled is not engaged in any employment for wage or profit."

Waiver of Premium Benefit. The percentage of retirement premium a faculty or staff member may receive is based on salary and on length of service as follows:

Time at University	Percentage of Benefit Amount
After 1 year of continuous employment	20%
After 2 years of continuous employment	40%
After 3 years of continuous employment	60%
After 4 years of continuous employment	80%
After 5 years of continuous employment	100%

NOTE: Benefits continue for as long as a faculty or staff member remains disabled or attains a certain age.

Worker's Compensation



A staff member who incurs medical expenses and/or loses work time as the result of a job related accident or illness will have such expenses covered in accordance with the Iowa Workers' Compensation Law. In the case of lost work time, appropriate compensation is determined by the Iowa Workers' Compensation Office.

For as long as the injured staff member has sufficient University sick leave benefits available to supplement Workers' Compensation payments, the University will advance the staff member the full amount of his/her regular salary check subject to authorized deductions. The amount of the Workers' Compensation benefits paid to the staff member will be reduced from subsequent paychecks in order to reimburse the University for the salary advanced. In the event the individual is no longer in pay status, it will be necessary for the individual to reimburse the University for any over-payment received.

All job-related accidents or injuries must be reported immediately to the supervisor or other departmental authority.

Unemployment Compensation



University staff members, with the exception of most student employees, are covered for unemployment compensation. The purpose of unemployment compensation is to pay benefits to staff members who lose their job through no fault of their own. The cost of unemployment compensation is paid entirely by the University. Iowa Workforce Development administers the program, takes applications for compensation, and provides information. Persons who voluntarily terminate or persons discharged for "just cause" may be disqualified for unemployment benefits for a period of time or altogether.

Liability Protection



University faculty and staff members are provided liability protection under the Iowa Tort Claims Act (Chapter 25A of the Code of Iowa). This Act provides that claims may be filed against the State of Iowa on account of damage to or loss of property or on account of personal injury or death, caused by the negligent or wrongful act or omission of any employee of the state while acting within the scope of his or her employment. This provision applies to all employees of the state including faculty, staff, or students, working in a temporary or permanent capacity on behalf of the University.

The Tort Claims Act specifically provides coverage against liability claims for employees of the state. The state shall defend and, except in cases of malfeasance in office, or willful and wanton conduct, shall indemnify any employee of the state against any claim arising out of an alleged act or omission occurring within the scope of his or her employment or duties.

This program provides basic legal and financial protection for the University and its staff members should they be faced with liability exposure while acting on behalf of the University. A staff member desiring additional information on liability protection or wishing to report liability claims may contact the University Risk Manager.

Accidental Death and Dismemberment



AD&D insurance is available to all University faculty and staff members who are paid on a monthly basis. Coverage is also available for eligible domestic partners and dependents.

This insurance program provides coverage at all times for a variety of accidents. It covers accidents on or off the job, occurring at home or away, anywhere in the world, when traveling by train, airplane or other conveyances. There are exceptions as noted in the "Exclusion" clause of the master policy.

Coverage may be purchased in increments of \$100,000 up to a maximum of \$1,000,000.

Benefits While on a Leave of Absence



Faculty and staff members may continue several of the University sponsored insurance programs while on a leave of absence without salary. The group and supplemental life insurance, long term disability, health, dental and accidental death and dismemberment, may be continued by paying the full premium to the University for the coverage desired.

Special arrangements must be made with the University Benefits Office in order to continue any of these insurance coverages. Arrangements must be initiated prior to the beginning of the leave.

If a break in coverage occurs as a result of not choosing to arrange for continuation in a fringe benefit program, you must re-enroll upon returning to work.

Domestic Partner Coverage



The University of Iowa offers you the opportunity to insure your same or opposite-sex domestic partner under various benefit programs, including health, dental, and accidental death and dismemberment insurance. If you declare a domestic partner, your family status and flexible credits will change.

Children of either you or your domestic partner may be insured under any of the benefit programs providing they meet the guidelines which have been established by the insurance carrier and the University.

All information supplied by you and your domestic partner is kept confidential and this information is only released to the insurance carrier or to parties outside of the University Benefits department which are involved in the processing of the enrollments and deductions.

Sick Leave



I. General

All full and part-time faculty and staff members are entitled to a leave of absence because of a medically related disability at their normal rate of pay to the extent that the individual has accumulated sick leave credits to cover the period of absence.

- A. The following types of appointments do **not** accrue sick leave credits:
 - 1. Faculty and staff members hired on a temporary, on call, provisional, project appointment 4 months or less, or emergency appointments.
 - 2. Students hired through the Office of Student Financial Aid and students hired in positions reserved specifically for student employees.

II. Accrual Rates

- A. All full-time eligible faculty and staff members accrue sick leave at the rate of 144 hours or 18 days per year. The monthly accrual rate is 12 hours or 1 1/2 days.
- B. Part-time faculty and staff members accrue sick leave at their fractional equivalent of full-time employment.
- C. A partial month's accrual is computed on the basis of the number of working days in the month.
- D. No sick leave accrues for less than one day of service.
- E. All eligible full-time faculty holding academic year appointments accrue sick leave at the rate of 15 days per academic year.
- F. Academic year faculty who are employed during the summer accrue an additional 12 hours of sick leave for each month of employment during June and July.
- G. Sick leave credits **do** accrue during a period of absence for which a staff member is paid sick leave.
- H. Sick leave credits accrue during any period of service in pay status.
- I. Sick leave credits **do not** accrue during terminal vacation, nor is sick leave allowed during terminal vacation.

I. Maximum accrual

The amount of sick leave credits that may be accumulated is unlimited.

Usage

- A. Sick leave credits are used at the rate of one hour for each hour of absence.
- B. Holidays falling during a period of absence due to a medically related disability are paid as holidays and are not charged to the staff member's sick leave accumulation.
- C. If a staff member becomes ill while on his/her vacation, the staff member may use sick leave for those days the staff member is under the care of a physician. (Requires satisfactory documentation of such care).
- D. The maximum usage per year of family caregiving leave includes the current calendar year allowance of up to five days of sick leave (40 hours of sick leave based on full-time employment, pro-rated for part-time), as well as any unused allowance from the previous calendar year, up to 80 hours in total (pro-rated for part-time) for the care of and necessary attention to ill or injured members of the employee's immediate family. Carryover of the unused allowance from the previous year applies to employees covered by a collective bargaining agreement only if the benefit has been negotiated and is contained in the agreement.

Accrued sick leave is to be used for family caregiving leave. Appropriate verification of the status of the ill or injured person may be requested.

In the event that the faculty or staff member does not have accrued sick leave, family caregiving leave is not available. However, the department or unit is encouraged to permit the faculty or staff member to use vacation or leave without pay to respond to family-related responsibilities.

- E. Where funeral leave is authorized by current policy, accumulated sick leave may be used not to exceed 3 days for each occurrence.
- F. Accumulated sick leave used to serve as a pallbearer may not exceed 1 day for each occurrence.
- G. The use of sick leave is not permitted in excess of currently accumulated sick leave credits.
- H. Although sick leave accrues during the first month of employment no usage is permitted until after one month of service.
- I. Increments of accrued sick leave are available for use on the first day of the month following the month earned. Employees transferring employment within the University during a given month will transfer all leave accrued to date of the transfer.

Sick Leave Transfer to Vacation

1. All eligible employees who do not use sick leave for a full calendar month may elect to add up to one-half day (4 hours) of vacation to their accrued vacation account in lieu of adding up to one and one-half days (12 hours) to their accrued sick leave account. Part-time employees shall be prorated to the accrual rate for full-time employees.
2. Eligible employees are those permanent full-time and permanent part-time employees who are not faculty members with nine-month appointments, who are otherwise eligible for accrued vacation and sick leave benefits, and who have accumulated a minimum of thirty days (240 hours) in their sick leave account.
3. Employees who elect to convert unused sick leave to vacation will not accumulate more than twice the possible annual amount of converted vacation, or twelve days (96 hours), but will be allowed to accumulate that amount in addition to twice their annual vacation entitlement.
4. To elect additional vacation leave in lieu of sick leave, employees must notify their supervisor by the tenth of the month following the calendar month in which there has been no sick leave usage.
5. Employees may also make a one-time election (in writing) to automatically convert sick leave to vacation leave each month they are eligible. The election will remain in effect until the employees notify their employer (in writing) to terminate the original election.
6. Any use of sick leave, including use for doctor's appointments, funeral leave, etc., makes an employee ineligible to make the conversion for the month in which the use occurs.
7. If use of sick leave reduces an eligible employee's sick leave account below 240 hours, the account will have to be built up to 240 hours before eligibility for vacation conversion under this program is restored.

Vacation



I. General

All full and part-time faculty and staff are eligible for vacation except for the following:

- A. Faculty appointed on an academic year basis.
- B. Faculty and staff whose appointments are designated as temporary, on call, provisional, project appointments of four months or less, or emergency appointments.
- C. Faculty who hold Visiting or Emeritus appointments.
- D. Students hired through the Office of Student Financial Aid and students hired in positions reserved specifically for student employees.

II. Accrual Rates - Including Personal Holidays Effective January 1, 1995

All Merit Supervisory/Exempt Staff Members

YEARS OF SERVICE	ANNUAL ACCRUAL	MONTHLY ACCRUAL	MAXIMUM ACCRUAL*
1 - 4	96 hrs.	8.00 hrs.	192 hrs.
5 - 11	136 hrs.	11.333 hrs.	272 hrs.
12 - 19	176 hrs.	14.667 hrs.	352 hrs.
20 - 24	192 hrs.	16.000 hrs.	384 hrs.
25 & after	216 hrs.	18.000 hrs	432 hrs.

Faculty and Professional - Scientific (*Except those covered by SEIU contract*)

EMPLOYEE TYPE	ANNUAL ACCRUAL	MONTHLY ACCRUAL	MAXIMUM ACCRUAL*
12-month employee	192 hrs (24 days)	16.00 hrs (2 days)	384 hrs. (48 days)

Professional - Scientific, hired on or after July 1, 1999, covered by SEIU contract.

YEARS OF SERVICE	ANNUAL ACCRUAL	MONTHLY ACCRUAL	MAXIMUM ACCRUAL*
Up to 3	120 hrs.	10.0 hrs.	240 hrs.
More than 3, less than 6	160 hrs.	13.333 hrs.	320 hrs.
More than 6	192 hrs.	16.0 hrs.	384 hrs.

- A. *See section entitled "Sick Leave Transfer to Vacation" for adjustment of maximum allowable accruals.
- B. Part-time staff members accrue vacation at their fractional equivalent of full-time employment.
- C. Vacation accrual for a partial month is computed on the basis of the number of working days in the month.
- D. No vacation accrues when an individual is not in pay status.

III. Maximum Accrual

- A. Vacation accrues on a monthly basis but as of the end of any one-month may not exceed twice the current annual rate of accrual.

- B. When an employee transfers from full-time employment to part-time employment any excess of current accumulation over that allowable on the part-time basis will be "banked" until the staff member's current balance is returned to zero or the staff member returns to full-time employment.

IV. Usage

- A. Although vacation accrues during the first month of employment no usage is permitted until after one month of service.
- B. Usage is not permitted in excess of currently accumulated total vacation credits.
- C. Holidays falling within the period of a paid vacation are paid as Holidays and are not charged to the staff member's vacation accumulation. This does not apply to the payment of accumulated vacation upon termination.
- D. Vacation accrues during any period of service in pay status.
- E. Increments of accrued vacation leave are available for use on the first day of the month following the month earned. Employees transferring employment within the University during a given month will transfer all leave accrued to date of the transfer.